

PERSON SPECIFICATION – Exams Invigilator

Criteria	Essential	Desirable
Qualifications	General standard of education to GCSE/Level 2	Relevant administrative or clerical qualification
	Evidence of participation in appropriate training and development	
Experience/ Knowledge	Successful administrative or clerical experience in a customer-focused environment	Experience of working with 16-19 year olds and young adults
Skills/ Competencies	Effective written communication skills	
	Effective oral communication and presentation skills	
	Good organisational and time management skills	
	Accuracy and attention to detail	
	Ability to keep calm under pressure or during unexpected circumstances	
	Ability to provide courteous and effective customer service	
Personal Attributes	Commitment to educational values	
	Commitment to the provision of a high quality, student-centred service	
	Ability to work effectively as a team member	
	Ability to work flexibly to meet changing needs	
	Commitment to own learning and development	
	Commitment to understand and promote equality of opportunity	
	Commitment to understand and promote safeguarding	
	Good record of attendance and punctuality	
	Appropriate professional appearance	

It is recognised that many capable people will not have all the experience and qualifications listed above. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.