



St Augustine of Canterbury Catholic High School



Examination Invigilator – Person Specification

Department/Section: Examinations and Awards Office

Reporting to: Examinations Officer and Assistant Head Teacher

Liases with: Academic staff and students

Key: A = application form; I = interview; R = reference, T = task

	Essential	Desirable	Evidenced by
Experience			
		Experience of working or studying in higher education environment	A, I
Specific skills and Knowledge			
	An understanding of examination processes		A, I
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English		I
	Effective written communication skills		A,I, T
	Numeracy		A, I, T
Personal attributes			
	Accuracy and attention to detail		A, I, R, T
	Flexible approach to work		A, I, R
	Ability to relate to academic staff and students		A, I, R

Normal working hours will be between 8.30am and 3pm. It may be necessary to work out of normal working hours dependant on exams timetable.