



PERSON SPECIFICATION FOR THE POST OF EXAM INVIGILATOR

CRITERIA	Essential	Desirable	Measured
Qualifications	Achieved at least GCSE or equivalent level		A/I
Experience	Experience of busy work environment	Experience of working in an educational setting Experience of Exam Invigilation	A/I A/I
Skills	Excellent organisational skills A flexible approach to work Ability to work under pressure Accuracy and attention to detail Ability to work on own initiative and problem-solve Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Effective oral and written communication skills Ability to work to predetermined instructions Ability to work as part of a team or alone as necessary Ability to keep calm under pressure or during unexpected circumstances Ability to judge when a decision is not yours to make Ability to be firm but fair at all times		All A/I
Other	Regular availability at short notice Reliability Punctuality Tactful and maintain confidentiality Common sense and initiative Keen to undertake training and develop skills Committed to equal opportunities		All A/I

A = Application, I = Interview

Rainhill High School is committed to the “Every Child Matters” agenda and expects all staff to work to promote the well-being and achievement of all students