EST. 1525
Sedbergh
SCHOOL

JOB TITLE: EXAM INVIGILATOR

PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
Good literacy and numeracy skills	X	
Ability to read clearly and accurately	X	
Legible handwriting and the ability to type accurately when required	X	
Experience/Knowledge	**Essential**	**Desirable**
Familiarity with guidance issued by the Joint Council for Qualifications including instructions for conducting examinations guidance and invigilation guidance.		x
Experience of a supporting pupils during an examination session as a reader or scribe.		X
Experience of working with young people.		X
Skills/Abilities	**Essential**	**Desirable**
Excellent management, administrative and organisational skills	X	
Clear and effective communication skills	X	
Ability to follow instructions clearly	X	
Ability to remain calm under pressure	X	
Reliable, punctual and professional	X	