

## Exam Invigilator – Person Specification

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>Evidence of recent and relevant training</li> </ul>		Application form and letter
Experience	<ul style="list-style-type: none"> <li>Experience of creating and working with databases and spreadsheets, e.g. Access and Excel,</li> <li>Experience and knowledge of various ICT packages, such as Outlook and Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>Working in an industry which is “people focussed”</li> </ul>	Application form, letter
Skills and Abilities	<ul style="list-style-type: none"> <li>Anticipate problems, develop creative solutions</li> <li>Set and achieve ambitious, challenging goals and targets for self</li> <li>Listen to and reflect on feedback from others</li> <li>High level of oral, written, number and ICT skills</li> <li>Excellent personal presentation</li> <li>Able to build and maintain positive relationships with individuals and groups</li> <li>Prioritise, plan and organise self</li> <li>Ability to plan and develop systems</li> </ul>		Letter Interview Line Manager reference
Motivation and Personality	<ul style="list-style-type: none"> <li>Commitment to inclusion</li> <li>Ambitious for career development</li> <li>Team player</li> <li>Positive attitude</li> <li>Relentless optimism</li> <li>Genuine concern for the welfare of others</li> </ul>		Letter Interview Line Manager reference
Personal	<ul style="list-style-type: none"> <li>Able to work under pressure and manage own stress</li> <li>Willing to accept the demands and challenges of the post and respond in a flexible manner</li> </ul>		Interview