

**PERSON SPECIFICATION  
EXAMINATIONS INVIGILATORS**

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

**ESSENTIAL**

The successful candidate will:

**Experience and Skills**

- Have an affinity with 16-19-year olds
- Have a willingness to familiarise yourself with examination regulations
- Have the ability to work as part of a team
- Possess attention to detail
- Be proficient in the use of IT, including Microsoft Office
- Have the ability to carry out the physical aspects of the post

**Professional qualities**

- Be well organised and self-motivated
- Be hard working.
- Be prepared to be flexible
- Be willing to co-operate with staff and assist both staff and students.
- Have a sense of humour.

**DESIRABLE**

The successful candidate may:

- Have previous experience of working with young people and/or in an educational environment

