

Person specification form

Job Title: INVIGILATOR

Departments:

EXAMS

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Basic numeracy & literacy	Academic qualification to GCSE level and above	Certificates
Experience	Customer Service based	Previous experience dealing with students	Questioning and references
Knowledge & skills	Excellent social and communication skills in dealing with staff, students Administration skills - well organised - able to prioritise Basic computer skills Accuracy Team player		Questioning
Personal Qualities	Confident Empathetic Approachable Flexible Remain calm under pressure	Multi-tasking	Questioning Previous work and also use scenarios
Motivation & Expectations	Customer service Task orientated	Flexible	Questioning and references

SMG