

## **UPLANDS COMMUNITY COLLEGE**

### **PERSON SPECIFICATION**

**POST:** Senior Examinations Invigilator

#### **Knowledge and Experience**

- 1.1 A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications).
- 1.2 A sound knowledge of the roles of the JCQ and Awarding Bodies
- 1.3 A sound knowledge of the school's examination policy and procedures

#### **Skills & Abilities**

- 2.1 Ability to lead a team of invigilators
- 2.2 Ability to demonstrate accuracy and attention to detail
- 2.3 Ability to relate to candidates yet maintain an air of authority
- 2.4 Ability to communicate with candidates and members of staff clearly and accurately
- 2.5 Ability to work as part of a team or alone as necessary
- 2.6 Ability to demonstrate effective oral and written communication skills
- 2.7 Ability to act on own initiative, dealing with any unexpected problems that arise

#### **Personal Qualities**

- 3.1 Ability to demonstrate a flexible approach to work
- 3.2 Ability to offer reliability and punctuality
- 3.3 Ability to keep calm under pressure or during unexpected circumstances
- 3.4 Ability to demonstrate common sense and initiative
- 3.5 Ability to be firm but fair at all times
- 3.6 Willingness to participate in in-house training for the role
- 3.7 Willingness to maintain confidentiality on all school matters

#### **Desirable Criteria**

- 4.1 Previous experience of invigilating examinations in a school environment