

<b>Post Title:</b> Invigilator		<b>Director/Service/Sector:</b>	Ref:
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
<ul style="list-style-type: none"> <li>■ A good general education to age of 16 with either evidence of examination success or successful experience of work in a similar field.</li> </ul>			
<b>Experience</b>			
	<ul style="list-style-type: none"> <li>■ Previous experience of working as an Exams Invigilator or in higher education environment.</li> </ul>		
<b>Skills and competencies</b>			
<ul style="list-style-type: none"> <li>■ Ability to relate to candidates yet maintain an air of authority.</li> <li>■ Ability to communicate with candidates and members of staff clearly and accurately.</li> <li>■ Ability to work as part of a team or alone as necessary.</li> <li>■ Comfortable under pressure.</li> <li>■ Flexible approach to work.</li> <li>■ Reliable and punctual.</li> <li>■ Accuracy and attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>■ An understanding of the examination process.</li> <li>■ An understanding of the JCQ regulations.</li> </ul>		
<b>Personal Qualities, Aptitudes</b>			
<b>Other</b>			
<ul style="list-style-type: none"> <li>■ Excellent record of attendance and punctuality.</li> <li>■ Understanding of the role within safeguarding.</li> </ul>			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visit