



## **PERSON SPECIFICATION EXAMINATION INVIGILATOR**

Key skills and competences will include:

- Good time keeping skills so as to ensure that examinations start and finish promptly;
- Excellent verbal communication skills;
- The ability to be attentive and vigilant;
- The ability to work effectively as part of a team or on own initiative;
- The ability to remain calm under pressure and be able to deal with unforeseen problems so as to ensure the integrity of the examination is never compromised.

### **Additional Information**

Examination invigilators work under the direction of the Examinations Officer. They are required to be flexible in their hours of work. Invigilators must have the ability to ensure that examination board regulations are enforced throughout examination sessions. Appropriate training and guidance will be provided.