



The Harvey Grammar School

EXAMINATION INVIGILATOR

Person Specification

We are seeking to appoint a person who:-

- is reliable, flexible and readily available by negotiation and agreement
- is enthusiastic, conscientious, discreet and motivated
- is sensitive to the learning needs of all students
- has effective communication skills, good interpersonal skills and works well as part of a team
- can establish positive professional relationships with staff and students
- can give firm, fair and clear directions
- can be confident and a reassuring presence to candidates in examination rooms
- can remain vigilant and focused for the duration of an examination
- is able to use initiative and work independently and under direction
- has the ability to work calmly under pressure
- can adapt quickly and effectively to changing situations
- can work at all times with complete confidentiality
- has basic IT skills, being familiar with email, online training, internet etc.