

Fullhurst Community College

Person Specification – Exam Invigilator



Post title: Examination Invigilator

Salary: Hourly rate £9.16

Contract type: Temporary and Casual

Hours: As required (The post-holder must be available for work during the college examination periods and on the days requested by the Examination Officer.)

Responsible to: Deputy Principal / Examination Officer

Training and education	Essential (E) / Desirable (D)
A level of literacy and numeracy sufficient to carry out the duties of the post.	E
Experience and knowledge	
Experience of working in an educational setting/environment.	D
Experience of liaising with staff and students.	D
Experience of responding to and dealing with queries and / or emergencies.	E
General awareness of examination procedures.	D
Experience of dealing with students with educational needs.	D
Knowledge of Health and Safety at Work Act and the implementation.	E
Working knowledge of the Data Protection Act.	E
Qualities and skills	
Ability to work as a member of a team and liaise effectively with others.	E
Ability to display good judgement in a variety of situations.	E
Good awareness of, and ability to, exercise confidentiality when necessary.	E
Record of good health and attendance.	E
A good sense of humour.	E
Excellent organisational skills.	E
Good communication skills.	E
Punctuality.	E
Attention to detail.	E
Calm and authoritative.	E
Ability to relate to students.	E
Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E
Other conditions	
Able to exercise confidentiality .	E
Able to work to the requirements of the Data Protection Act.	E
Able to undertake job related training and development as required.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E