



# The Clarendon Academy

*Aspire to Excellence*

## EXAM INVIGILATOR

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with others</li><li>• Methodical with an attention to detail</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Co-operation with colleagues</li><li>• Initiative</li><li>• Sense of humour</li><li>• An understanding of young people</li><li>• Good communication skills</li><li>• Good interpersonal skills</li><li>• Stamina</li><li>• Ability to work as a team</li><li>• Patience</li><li>• Clear thinking</li><li>• Calmness in crises</li><li>• Honesty and reliability</li><li>• Ability to follow written procedures</li><li>• Understanding of confidentiality</li></ul>	<ul style="list-style-type: none"><li>• Interest in education</li><li>• Ability to empathise with young people during stressful situations</li></ul>
<b>Qualifications</b>		<ul style="list-style-type: none"><li>• 5 GCSEs at grade C or above including Mathematics and English (or equivalent Level 2 qualifications)</li></ul>

September 2017