

MAGDALEN COLLEGE SCHOOL

PERSON SPECIFICATION
Job Title: Examination Invigilator

Specification	Essential	Desirable
Work, Organisational & planning skills Working with people Communication Personal Qualities Experience	<ul style="list-style-type: none"> • Able to understand and implement exam regulations • Good attention to detail • Excellent interpersonal skills, able to deal courteously but firmly with students • Good teamworker <p>Effective oral communication</p> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> • Sound judgement in dealing with people • Ability to ensure students behave appropriately in the exam room • Capable of moving to students to deal with issues 	<p>Experience of exam system</p> <p>Previous invigilation experience</p> <p>Previously worked in a school</p> <p>Experience of working as an invigilator or in an exams office</p>
Education/training	Good basic education	Further education to A level/NVQ 3