



Hyde High School

Person Specification: Exam Invigilator		
Grade: Grade B, SCP 3		
Working pattern: Casual: must be available May and June each year		
Responsible to	Exams Officer/Business Manager	
Core Purpose	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and Hyde High School instructions. To play a key role in upholding the integrity of the examination/assessment process.	
Person Specification		E: Essential D: Desirable
Qualifications	<ul style="list-style-type: none"> ○ GCSE grade A*-C (or equivalent) in both English and maths 	D
Experience of	Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.	
Knowledge of	<ul style="list-style-type: none"> ○ JCQ regulations 	D
Personal skills and qualities	<p>An ideal candidate will have:</p> <ul style="list-style-type: none"> ○ The ability to demonstrate a high level of resilience when working in a pressured environment. ○ Excellent communication and interpersonal skills. ○ Good organisational and administrative skills. ○ The ability to relate well to young people and adults. ○ A clear commitment to equal opportunities. ○ A conscientious, hard-working, flexible, enthusiastic and reliable attitude. ○ The ability to work effectively as part of a team. ○ The ability to work effectively within defined timescales. ○ Commitment to high personal standards at all times. ○ The ability to promote a positive ethos around school and act as a positive role model. ○ A sense of humour and a positive outlook. ○ Commitment to safeguarding. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>