



## **PERSON SPECIFICATION**

**Job Title:** Examination Invigilator

**Responsible to:** Data/Examinations Manager

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### **Experience**

- Experience of working or studying in higher education environment Desirable

### **Specific skills and Knowledge**

- An understanding of examination processes Desirable
- Effective oral/written communication skills Essential
- Numeracy Essential

### **Personal attributes**

- Accuracy and attention to detail Essential
- Flexible approach to work Essential
- Ability to relate to academic staff and students Essential
- Ability to work under pressure and to tight deadlines Essential

Normal working hours will be between 8am and 4pm. It may be necessary to work out of normal working hours.