



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Exams Venue Supervisor (Casual)

Department: Academic Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Previous exam invigilation experience	X		Application Form
Good proficiency in verbal and written English	X		Application Form
Previous supervisory experience		X	Application Form
Personal and Interpersonal Qualities			
Excellent time management skills	X		Application Form
Reliable and punctual	X		Application Form
Good oral and written communication skills	X		Application Form
Ability to stay calm and focused in difficult situations	X		Application Form
Ability to adhere to regulations and procedures	X		Application Form
Ability to work as part of team	X		Application Form
Ability to work with accuracy and speed	X		Application Form
Ability to work under pressure	X		Application Form
A professional approach and manner	X		Application Form
Circumstances			
Occasional late evening working as required		X	Application Form