**Our ideal candidate will have:**

* Strong attention to detail;
* Ability to follow regulations and processes.
* The ability to act on their own initiative;
* The ability to be firm but fair;
* Commitment to Ark’s ethos of high expectations and delivery
* The ability to work in a way that promotes the safety and wellbeing of students and pupils.

**Qualification Criteria**

* Right to work in UK
* A good standard of English and numeracy

**Experience**

* Experience of invigilating examinations desirable.
* Previous experience of working in a school environment would be beneficial.
* Some knowledge of the ‘Instructions for the Conduct of Examinations’ produced annually by the JCQ (Joint Council for Qualifications) would be beneficial.

**Personal Characteristics**

* Reliable and punctual.
* Polite, friendly and flexible approach to work.
* Ability to keep calm and maintain an air of authority.
* Understanding of the importance of confidentiality and discretion.
* Genuine passion for educational opportunities, optimistic view of students and a belief in the potential of every pupil.
* A helpful and positive nature and a calm and caring disposition.