

PERSON SPECIFICATION

POST TITLE: EXAM INVIGILATOR

GRADE: £11.53 per hour

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> • Basic First Aid
EXPERIENCE:		<ul style="list-style-type: none"> • Experience of working in a school environment • Basic clerical/administrative experience • Experience of exam invigilation
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Excellent literacy and numeracy skills • Excellent communication and listening skills • Ability to work under pressure and to tight deadlines • Methodical with a good attention to detail • Ability to respect and maintain confidentiality • Working knowledge of standard computer packages (word processing, email and spreadsheets) • Good time management and organisational skills 	