

# Person Specification

**Job Title: Exam Invigilator (Casual Post)**

Grade / Salary: £10 per hour or £13 per hour for Lead Invigilator

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

## EXPERIENCE

		Evident in Application	Evident at Interview
<i>Essential</i>			
1.	Excellent administrative and organisational skills	✓	
2.	Excellent interpersonal skills	✓	✓
3.	Excellent communication, literacy and numeracy skills	✓	✓
4.	Ability to work under pressure and to tight deadlines	✓	
5.	An understanding of and commitment to the Local Authority's and the school's equal opportunities policies and practices	✓	
6.	An awareness of and a commitment to health and safety issues related to this area of work	✓	
7.	Understanding of and commitment to equal opportunities an safeguarding children	✓	✓
<i>Desirable</i>			
8.	Experience of working in a similar environment	✓	
9.	Experience of working in a busy and pressurised environment	✓	
10.	Successful experience of dealing with a range of complex and routine office tasks	✓	
11.	Good working knowledge of MS Office software	✓	
12.	Knowledge and understanding of the potential of ICT as a tool to improve efficiency and communication	✓	

## PERSONAL

<i>Essential</i>			
13.	Self-motivated and able to function well under pressure in a demanding environment and to meet effectively the ever-changing needs of the school	✓	✓
14.	Ability to work on own initiative as well as part of a team	✓	
15.	Ability to prioritise effectively	✓	
16.	Organised, flexible and adaptable	✓	
17.	Good time manager	✓	
18.	Enthusiastic, energetic and with a sense of humour		✓
19.	Tactful and diplomatic – able to deal with staff, students, parents/carers and visitors sensitively	✓	✓
20.	Evidence of honesty and integrity	✓	✓