

Person Specification

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| Post: | Exam Invigilator |
| Department: | Exams |
| Salary Grade: | £11.63 per hour including holiday pay |
| Responsible to: | Exams Manager |
| Hours: | Casual |
| Work pattern: | Term time only Casual as and when required |

E = Essential **D = Desirable**

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the desirable criteria may also be used for shortlisting purposes.

| | E | D | Method of Assessment |
|--|----------|----------|---------------------------|
| Skills and Abilities | | | |
| Ability to follow written procedures to carry out tasks | ✓ | | Application and Interview |
| High level of confidentiality and security awareness | ✓ | | Application and Interview |
| Excellent communication skills and the ability to communicate effectively with a wide range of people, including students with communication difficulties, parents and colleagues within the team and staff across the college | ✓ | | Application and Interview |
| Good attention to detail | ✓ | | Application and Interview |
| Good numeracy and literacy skills | ✓ | | Application and Interview |
| Excellent interpersonal skills | ✓ | | Application and Interview |
| Good ICT skills | | ✓ | Application and Interview |
| Experience | | | |
| Experience of working with young people in an educational setting | | ✓ | Application and Interview |
| Experience of supporting students | | ✓ | Application and Interview |
| Personal Qualities | | | |
| Committed to the College ethos | ✓ | | Application and Interview |
| Committed to student achievement | ✓ | | Application and Interview |
| Flexibility to undertake a range of different tasks | ✓ | | Application and Interview |
| Adaptability to undertake any tasks required within a busy team at short notice | ✓ | | Application and Interview |
| Able to take responsibility in unexpected situations and remain calm | ✓ | | Application and Interview |
| Well organised | ✓ | | Application and Interview |