



ST. ANTHONYS' GIRLS' CATHOLIC ACADEMY

PERSON SPECIFICATION

POST TITLE: Invigilator

GRADE: £9.62 per hour

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> English and Maths qualifications at GCSE Grade C or equivalent. 		<ul style="list-style-type: none"> Application Form
Work Experience	<ul style="list-style-type: none"> Experience of working with a range of different people Experience of managing own workload to meet deadlines Customer care skills Experience of managing a range of competing priorities effectively. Experience of using IT packages Experience of using initiative 	<ul style="list-style-type: none"> Experience of working in a school/educational establishment Experience of invigilating exams Familiarity with JCQ code of conduct publication 	<ul style="list-style-type: none"> Application Form Interview
Knowledge/ Skills/ Aptitude	<ul style="list-style-type: none"> Good Numeracy and Literacy Skills Good organisational skills Good communication skills 		<ul style="list-style-type: none"> Interview
Disposition	<ul style="list-style-type: none"> Flexible in working arrangements Willingness to undertake training and development Ability to relate well to children and adults Team player Ability to learn from self-evaluation Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> Interview
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Disclosure and Barring Service 		