

Personal Specification			
		Essential/ Desirable	Evidence
Qualifications and/or experience	<ul style="list-style-type: none"> • General understanding of the operation of a school • Experience of working in a school environment • Experience of general clerical work • Good reading and writing skills • Ability to count and undertake basic calculations • Willingness to undertake Invigilation training 	E D D E E E	I ARI ARI AR RI N/A
Communication	<ul style="list-style-type: none"> • Written – ability to complete basic forms • Verbal – ability to exchange routine verbal information clearly with students and adults • Verbal – ability to make expectations and rules clear and concise 	E E E	AR IR AI
Working with others	<ul style="list-style-type: none"> • Ability to delegate tasks to others if necessary • Follow instructions given by the Examinations Officer and/or Lead Invigilator coordinating the exam room • Understand and support the differences in children and other adults • Team Work – Ability to work effectively with and support colleagues • Use own initiative when appropriate 	E E E E E	ARI AI I RI RI RI
Skills and Attributes	<ul style="list-style-type: none"> • Good organisational skills • Ability to manage own time effectively, be punctual • Common sense and initiative • Conscientious and reliable with a thorough approach to tasks 	E E E E	RI RI RI RI
General	<ul style="list-style-type: none"> • Willingness to work before and after the normal school day • Demonstrate a commitment to equality • Basic understanding of Health and Safety • Aware of the need to maintain confidentiality and professionalism at all times 	E E E E	I I I I

(A-Application form, R-Reference, I-Interview, E-Essential, D-Desirable)