

PERSON SPECIFICATION

JOB TITLE: Examination Invigilator

GRADE: Band 5

CRITERIA	ESSENTIAL	DESIRABLE
Experience <ul style="list-style-type: none"> • Clerical or administration experience 		X
Skills & Knowledge <ul style="list-style-type: none"> • Good standard of Education to GCSE or equivalent in English and Mathematics • Computer literate • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers. • Problem solving skills • Judgmental skills 	 X X X X	X
Personal Qualities <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work as part of a team • Confidentiality 	 X X X X	
Other Requirements <ul style="list-style-type: none"> • To be committed to the school's policies and ethos • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 	 X X X X	
Equal opportunities <ul style="list-style-type: none"> • To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery 	X	