**QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

**PERSON SPECIFICATION**

**Examination Invigilator**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attributes** | **Essential**(without which a candidate would be rejected) | **How****Measured** | **Desirable**(useful for choosing between two good candidates) | **How measured** |
| **Experience****Specific skills and Knowledge****Personal attributes** |  |  |  Experience of working or studying in an educational environment | A, Q, R |
|  Effective oral/written communication skills Numeracy | A, I, Q, R A, Q, R |  An understanding of examination processes | A, I, R |
|  Accuracy and attention to detail Flexible approach to work Ability to relate to academic staff and students Ability to work under pressure and to tight deadlines | A, R I, RA, I, R A, I, R |  |  |

(**A** = Application Form**, I**= Interview**, Q** = Proof of Qualification**, R** = References)

***Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.***

Nov 2016