



## ST WILFRID'S RC COLLEGE

### PERSON SPECIFICATION

**POST TITLE:** Invigilator

**GRADE:** £12.00 per hour

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