

### ST JOSEPHS RC ACADEMY

**PERSON SPECIFICATION**

**POST TITLE:** Invigilator

**GRADE:** ST Living Wage

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** | * English and Maths qualifications at GCSE Grade C or equivalent. |  | * Application Form |
| **Work Experience** | * 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 | * Experience of working in a school/educational establishment * Experience of invigilating exams * Familiarity with JCQ code of conduct publication | * Application Form * Interview |
| **Knowledge/**  **Skills/**  **Aptitude** | * Good Numeracy and Literacy Skills * Good organisational skills * Good communication skills |  | **.** Interview |
| **Disposition** | * 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 |  | * Interview |
| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service |  |  |