

### ST JOSEPHS RC ACADEMY

**PERSON SPECIFICATION**

**POST TITLE:** Invigilator

**GRADE:** ST Living Wage

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|  | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** | * English and Maths qualifications at GCSE Grade C or equivalent.
 |  | * Application Form
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| **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
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| **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
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| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service
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