

## Person Specification

### Exam Invigilator, Grade 1

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good standard level of education</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 GCSE's or equivalent, including English and Maths (or relevant subject qualification)</li> <li>➤ First Aid qualification</li> <li>➤ NVQ Level 2 or equivalent</li> </ul>
<b>Work or relevant experience</b>		<ul style="list-style-type: none"> <li>➤ General technical/resource support</li> <li>➤ Keyboard/computer skills</li> <li>➤ Experience of working in an educational setting or other relevant environment</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>➤ Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to use relevant technology e.g. computer, video, photocopier</li> </ul>
<b>Skills and Abilities (relevant to post)</b>		<ul style="list-style-type: none"> <li>➤ Good ICT skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Good communication skills</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Ability to work well as part of a team</li> <li>➤ Flexibility and reliability</li> </ul>	
<b>Special conditions</b>		