

## PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Basic understanding of exam rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of awarding body rules and regulations</li> <li>An understanding of examination processes</li> <li>Knowledge of school behavioural policies</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school setting</li> <li>Experience of invigilating examinations/tests</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> <li>Accuracy and attention to detail</li> <li>Flexible</li> <li>Reliable and punctual</li> <li>Ability to work calmly under pressure</li> <li>Ability to make decisions quickly</li> <li>Observational skills</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Good general standard of education</li> <li>Good literacy and numeracy skills</li> <li>The ability to converse at ease with candidates and provide a response in accurate spoken English is essential for the post.</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.