

Person Specification

Exam Invigilator, Grade 2

	Essential	Desirable
Qualifications	➤ Good standard level of education	➤ 5 GCSE's or equivalent, including English and Maths (or relevant subject qualification) ➤ First Aid qualification ➤ NVQ Level 2 or equivalent
Work or relevant experience		➤ General technical/resource support ➤ Keyboard/computer skills ➤ Experience of working in an educational setting or other relevant environment
Knowledge and understanding	➤ Good numeracy and literacy skills	➤ Ability to use relevant technology e.g. computer, video, photocopier
Skills and Abilities (relevant to post)		➤ Good ICT skills
Personal Qualities	➤ Good communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability	
Special conditions		