



Person Specification

NAME AND JOB TITLE: EXAMINATION INVIGILATOR

WORKING PATTERN: ON DEMAND

LOCATION: ST. ALDHELM'S ACADEMY

REPORTS TO: EXAMINATIONS OFFICER

	Essential	Desirable
Qualifications		5 GCSE at grade C or above including Mathematics and English (or equivalent level 2 qualifications)
Skills/Abilities/Competencies	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to co-operate and collaborate with Academy staff <input type="checkbox"/> Ability to follow written procedures to carry out tasks <input type="checkbox"/> Awareness of data protection issues <input type="checkbox"/> Meticulous attention to detail 	
Personal qualities/attributes/attitude	<ul style="list-style-type: none"> <input type="checkbox"/> High level of security and confidentiality awareness <input type="checkbox"/> High level of Customer Care awareness <input type="checkbox"/> Flexibility over working hours 	