

Person Specification Sessional Exams Invigilator

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Good verbal and written communication skills
- Accurate and efficient approach to work
- Demonstrate a good level of Maths and English
- Ability to work on own initiative or as part of a team.
- Flexible approach to work
- Excellent organisation skills
- Experience of working in a busy, deadline driven environment
- Willingness to undertake training prior to examination series commencement
- Methodical approach to work with meticulous attention to detail.

Desirable

- Experience of invigilating examinations
- Awareness of examination processes and procedures
- Knowledge of JCQ and examination board rules of conduct
- Experience with creditors payments

Part B

The following criteria will be further explored at the interview stage:

- Good verbal communication skills
- Ability to work on own initiative or as part of a team.
- Customer care skills
- Flexible approach to work
- Ability to achieve deadlines
- Accurate and efficient approach to work

Additional Requirements

Occupational health clearance