

BENFIELD SCHOOL PERSON SPECIFICATION

Post: Invigilator– March 2016

| | Essential | Desirable | Evidence |
|--|--|--|---|
| 1. Skills, knowledge, experience and aptitudes | <ul style="list-style-type: none"> • Effective oral/written communication skills • Good level of numeracy skills • Accuracy and attention to detail • Flexible approach to work • Ability to work under pressure and to tight deadlines • Ability to relate to academic staff and students • Good organisation, time management, communication and interpersonal skills • Ability to work individually and as part of a team | <ul style="list-style-type: none"> • An understanding of examination processes • Experience of using databases • Interest in working in an educational environment with children and adults | Application form/References Application form/References References References Interview |
| 2. Qualification and Training | <ul style="list-style-type: none"> • Good educational background • Computer literate | <ul style="list-style-type: none"> • Knowledge of Microsoft Office • Word processing qualification • Relevant training for working with young people aged between 11-19 | Application form Certificates |
| 1. Disposition | <ul style="list-style-type: none"> • Flexible and adaptable • Able to communicate • Energetic and hardworking • Self-motivated | | Interview / references |