



MORTIMER COMMUNITY COLLEGE

PERSON SPECIFICATION

POST TITLE: Exam Invigilator

GRADE: £10.98 ph

Experience	Previous experience of working within a school or similar setting would be beneficial.
Practical Skills	Good numeracy and literacy skills Excellent communication skills Ability to communicate clearly in written and verbal form Excellent timekeeping
Personal Qualities & Attributes:	<ul style="list-style-type: none">• Reliable and punctual• Polite and friendly with a flexible approach to work• Excellent organisational skills• Accuracy and attention to detail• Ability to work on own initiative and problem-solve• Ability to relate to candidates• Ability to communicate with candidates and members of staff clearly and accurately• Effective oral and written communication skills• Ability to keep calm under pressure or during unexpected circumstances• Ability to be firm but fair at all times• Awareness of the importance confidentiality• Committed to equal opportunities• Willingness to complete relevant training

March 2023