****

**PERSON SPECIFICATION**

**EXAM INVIGILATOR**

|  |  |
| --- | --- |
| **Essential Criteria** | **How Identified** |
| **SKILLS**   * Effective oral/written communication skills * Ability to communicate orally or in writing with colleagues and students * Effective numeracy skills   **ATTRIBUTES**   * Accuracy and attention to detail * Flexible approach to work * Ability to work under pressure and to tight deadlines * Ability to follow instructions * Enjoy working with young people   **TRAINING**   * Willingness to participate in development and training opportunities | Application Form and Selection Process  Application Form and Selection process  Application Form and Selection Process  Application Form and Selection Process  Application Form and Selection Process  Application Form and Selection Process  Application Form and Selection Process  Application Form and Selection Process |
| **Desirable Criteria** | **How Identified** |
| **SKILLS**   * An understanding of JCQ examination regulations | Application Form and Selection Process |