

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 	Application Form and Selection Process Application Form and Selection process Application Form and Selection Process
 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 	Application Form and Selection Process
 TRAINING Willingness to participate in development and training opportunities 	Application Form and Selection Process
Desirable Criteria	How Identified
SKILLS	
An understanding of JCQ examination regulations	Application Form and Selection Process