

## MORTIMER COMMUNITY COLLEGE

### PERSONAL SPECIFICATION

**POST TITLE:** Exam Invigilator

**GRADE:** £12.65 per hour

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

