MORTIMER COMMUNITY COLLEGE

PERSON SPECIFICATION

POST TITLE: Exam Invigilator

GRADE: £13.48 per hour

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:	• 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