

Moor End Academy

EMPLOYEE SPECIFICATION

SERVICE AREA: EDUCATION

SECTION: Moor End Academy

POST TITLE: EXAM INVIGILATOR

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working in a school setting.	Application Form/Selection Process	B
		1.2	Experience of administrative work with evidence of capability to work on own initiative.	Application Form/Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literary Skills in order to produce basic reports and perform simple calculations.	Application Form/Selection Process	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of and commitment to Equal Opportunities Policy in the school setting and how it relates to the post.	Selection Process	A
		3.2	Understanding of basic principles of Customer Care.	Selection Process	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Good organisational skills.	Selection Process	A
		4.2	Ability to observe candidates throughout the examination to ensure there is no malpractice.	Selection Process	B
		4.3	Ability to keep to strict timescales.	Selection Process	B
		4.4	Ability to work effectively as both part of a team and as an individual.	Application Form/ Selection Process	B
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.