



PERSON SPECIFICATION: EXAMINATIONS INVIGILATOR

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Good general education | ✓ | |
| Achieved GCSE level qualifications | | ✓ |
| Knowledge, skills and experience | | |
| Understanding of examination regulations | | ✓ |
| Previous experience of invigilating exams | | ✓ |
| Familiarity with school environment | | ✓ |
| Ability to relate to children | ✓ | |
| Ability to work independently and as part of a team | ✓ | |
| Personal attributes | | |
| Satisfy all criteria and checks relating to suitability to work in a school environment | ✓ | |
| Sympathy with the aims and ethos of a Roman Catholic Benedictine boarding school | ✓ | |
| Reliability and punctuality | ✓ | |
| Flexibility | ✓ | |
| Ability to keep calm under pressure or during unexpected circumstances | ✓ | |

Salary and Conditions of Employment (subject to contract):

Rate of pay £10.65 per hour

Benefits: Subsidised membership of fitness centre and sports centre.
Free meals during working hours.

Pension: Group Personal Pension – employer 4%/employee 4%.

Probationary period: 6 months.

Notice period: One month.