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| **Post Title:** Scribe / Exam Invigilator  |
| **Criteria:** Applicants should provide evidence of their ability to meet the Following criteria: |
|  | **Essential**  | **Desirable** |
| **Qualifications** |  |  |
| Good standard of Education  |  **\*** |  |
|  |  |  |
| **Knowledge / Skills and Experience**  |  |  |
| Ability to communicate information effectively and to provide assistance to a diverse range of people  |  **\*** |  |
| Ability to work independently as well as part of a team  |  \* |  |
| Ability to maintain standards successfully under pressure  |  \* |  |
| Ability to use own initiative as well as follow detailed instruction  |  \* |  |
| Ability to deal with information in a confidential and sensitive manner  | **\*** |  |
| Attention to detail  |  \* |  |
| To have previously worked in an exams environment  |  |  **\*** |
| To have previously had supervisory experience  |  |  **\*** |
| Demonstrate an understanding of the importance of exam regulations  |  |  **\*** |
|  |  |  |
| **Personal Qualities**  |  |  |
| Have a professional manner |  **\*** |  |
| Good attendance and punctuality |  **\*** |  |
| Flexible approach to workload and hours of work |  **\*** |  |
| Demonstrate a commitment to Equal Opportunities  |  **\*** |  |
| Have a good sense of humour  |  |  **\*** |

Sept 2016