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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