



# St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

## Examination Invigilator Person Specification

| Attributes               | Essential  | Desirable  |
|--------------------------|--|--|
| Experience               |  | Some experience of managing a team.  |
| Skills/Abilities         | <p>Able to give clear and concise instructions and guidance.</p> <p>Able to use initiative and good judgement.</p> <p>Good literacy and numeracy skills.</p> <p>Ability to follow guidelines and procedures, and able to manage a complex process.</p> <p>Ability to work effectively as part of a team.</p> | Able to use information technology skills for word-processing, databases and spreadsheets. |
| Equality Issues          | Ability to identify and act on discrimination.   |  |
| Specialist Knowledge     | Ability to address health, safety or welfare issues.   |  |
| Education and Training   |  |  |
| Other Requirements       |  |  |
| Personal Characteristics |  | Rigorous<br>Intelligent<br>Pro-active  |
| Other attributes         | <p>Reliable and punctual</p> <p>Flexible</p> <p>Accurate</p> <p>Confident communications</p> <p>Firm but fair</p> <p>Comfortable under pressure</p> <p>Able to relate to learners</p> <p>To possess common sense and initiative.</p>   |  |