



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 Intelligent 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>	