

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Exam Invigilator

Grade 2 (SCP) 3-4

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The **Essential** Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable** Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The **How Identified** column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• To be literate and numerate• Experience of administrative work	Application Form/Interview	<ul style="list-style-type: none">• Experience of working within a school setting.• To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy..	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none">• Excellent communication skills.• Ability to supervise groups of pupils.• Able to work within a team environment.• Able to work effectively under pressure.• Able to use initiative to solve problems working within policies and procedures.• Excellent organisational skills.• An understanding of school roles and responsibilities.• Understanding of the importance of safeguarding/ child protection when working in a school setting.	Application Form/Interview		

SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none">• Willingness to participate in relevant training and development opportunities.• Flexible in approach and able to meet the changing demands of the role.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Application Form		
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