



# HOLY TRINITY

## PERSON SPECIFICATION

**POST TITLE: Relief Exam Invigilator**

ATTRIBUTES		ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience within a similar role within a school context		✓	A/I/R
EDUCATION AND TRAINING	Minimum of 5 grade C/4 GCSE (or equivalent) qualifications including Maths and English		✓	A
GENERAL AND SPECIAL KNOWLEDGE	Knowledge of the exam system and the JCQ regulations		✓	A/I/R
SKILLS AND ATTRIBUTES AND EXPERIENCE	Excellent communication skills	✓		A/I/R
	Good personal organisation and efficient administration skills	✓		A/I/R
	Ability to work constructively within a team and be a good communicator	✓		A/I/R
	Ability to self-evaluate own learning/training needs and be pro-active in sourcing relevant training and partaking in this	✓		A/I/R
	Ability to work accurately under pressure	✓		A/I/R
	Able to work on own initiative	✓		A/I/R
ADDITIONAL FACTORS	A commitment to the ongoing development of Holy Trinity school	✓		
	Honesty and reliability	✓		
	A positive attitude	✓		A/I/R
	Personally well presented	✓		A/I/R
	A willingness to support the Christian ethos of the school	✓		A/I/R

