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 <u>how</u> you meet this criteria. You should include examples from your paid or voluntary work.**

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	• To be literate and numerate • Experience of administrative work	Application Form/Interview	• 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	• 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	• 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		