



A Career at St Edmund's College

Invigilators

Personal Specification

	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> Demonstrable experience of working within a team. 	<ul style="list-style-type: none"> Previously worked in a school environment. Experience of the post applied for. 	Contents of the application form Interview Professional references
Skills & Knowledge		<ul style="list-style-type: none"> Familiarity with JCQ Instructions for conducting examinations. 	Contents of the application form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> To be a hard-working and a flexible team player. To be able to communicate effectively with colleagues and the public. To be able to accept instruction and guidance. To be able to work and remain calm when dealing with queries. Friendly, personable, willing & helpful, good sense of humour. Ability to work with a good degree of flexibility. Current UK Work permit required. Enhanced DBS check will be obligatory if successful. 		Contents of the application form Interview Professional references

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.