

| Education, Training and Qualifications | Essential | Desirable |
|------------------------------------------------------------------------------------------------------|-----------|-----------|
| 5 GCSEs at grade C or above including Mathematics and English (or equivalent level 2 qualifications) | | X |
| Experience, Knowledge and Skills | | |
| Previous experience of invigilation | | X |
| Ability to co-operate and collaborate with college staff | X | |
| Ability to follow written procedures to carry out tasks | X | |
| Awareness of data protection and confidentiality issues | X | |
| High level of customer care awareness | X | |
| Meticulous attention to detail | X | |
| Personal Attributes | | |
| Good command of written and spoken English | X | |
| Confident and able to communicate with staff and students | X | |
| Good team member and also work on own initiative | X | |
| Flexibility over working hours | X | |