

Cirencester Kingshill School

PERSON SPECIFICATION

EXAMINATION OFFICER (SENIOR INVIGILATOR)

Essential	Desirable
<ul style="list-style-type: none"> • I.T. literate • Ability to work independently and to deadlines • Ability to work within, and lead, a team • Confidence in the use of data • Effective communicator • Ability to work independently • Effective time management and ability to prioritise own work load 	<ul style="list-style-type: none"> • Working knowledge of SIMs, including examination modules • Experience of administering and/or invigilating public examinations • Experience of working within a school/education environment • Experience of working within a highly regulated environment