



Skills

No	Requirement	Essential/Desirable	Measurements
I.1	Excellent organisational skills	Essential	From the application form, Documentary evidence, Probing at interview
I.2	Attention to detail and high level of accuracy	Essential	From the application form, Documentary evidence, Probing at interview
I.3	Excellent communication skills	Essential	From the application form, Documentary evidence, Probing at interview
I.4	Common sense and initiative	Essential	From the application form, Probing at interview
I.4	Problem Solving	Essential	From the application form, Documentary evidence, Probing at interview
I.5	Able to work on own initiative	Essential	From the application form, Probing at interview
I.6	Ability to relate to candidates yet maintain an air of authority	Essential	From the application form, Probing at interview
I.7	Able to demonstrate flexibility and adaptability to routine and adhoc requests	Essential	From the application form, Probing at interview
I.8	Evidence of completing and finishing tasks	Essential	From the application form, Documentary evidence, Probing at interview
I.9	Evidence of achieving high standards of work	Essential	From the application form, Documentary evidence, Probing at interview
I.10	Excellent time keeping	Essential	From the application form, Documentary evidence, Probing at interview



1.11	Good Numeracy skills	Essential	From the application form, Documentary evidence, Probing at interview
1.12	Able to working under pressure and to tight deadlines	Essential	From the application form, Documentary evidence, Probing at interview
1.13	Discretion	Essential	From the application form, Probing at interview

Knowledge

No	Requirement	Essential/Desirable	Measurements
2.1	Safe - working practices	Essential	From the application form, Documentary evidence, Probing at interview
2.2	Knowledge of examination processes	Desirable	From the application form, Documentary evidence, Probing at interview
2.3	Familiarity with the awarding body and regulations	Essential	From the application form, Documentary evidence, Probing at interview
2.4	Understand the importance of confidentiality and to promote trust in oneself	Essential	From the application form, Documentary evidence, Probing at interview
2.5	Understand the importance of confidentiality and to promote trust in oneself	Desirable	Probing at Interview

Experience

No	Requirement	Essential/Desirable	Measurements
3.1	Evidence of prioritising and organisation of workload	Essential	From the application form, Documentary evidence, Probing at interview
3.2	Evidence of managing sensitive data securely and safely	Desirable	From the application form, Documentary evidence, Probing at interview



3.3	Evidence of working in an Educational environment with children and exploring motivations working in such an environment	Desirable	Documentary evidence, From the application form, Probing at interview
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Qualifications

No	Requirement	Essential/Desirable	Measurements
4.2	Monitoring attendance and exam papers	Desirable	Documentary evidence, From the application form, Probing at interview

Other

No	Requirement	Essential/Desirable	Measurements
5.1	Able to work as part of a team and good interpersonal skills	Essential	From the application form, Documentary evidence, Probing at interview
5.2	To promote equality and diversity in working practices and maintain positive working relationships	Essential	Probing at interview
5.3	Evidence of safeguarding and promoting the welfare of children	Essential	From the application form, Documentary evidence, Probing at interview
5.4	Evidence of following policies and procedures rigorously	Essential	Probing at interview
5.6	Punctual, reliable, flexible	Essential	Probing at interview