

Person Specification – Exam Invigilator

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Exams Officer
Grade	1 starting salary £9.00 per hour
Hours	Casual work
Location	Based at Stoke Park School

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE C grade or higher (or equivalent) in English & Maths 		Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Able to lead an exam when necessary Accuracy and attention to detail Flexible approach to work Able to communicate with candidates and members of staff clearly and accurately Able to work to predetermined instructions Common sense and initiative Effective oral and written communication skills including a good level of spoken and written English Able to listen carefully to students and record their responses Able to work as part of a team and independently as necessary Able to be firm but fair at all times. Able to follow recognised procedures and policies 	<ul style="list-style-type: none"> Able to relate to candidates yet maintain an air of authority Able to relate to teachers, other professionals, parents and students Be confident and a reassuring presence to candidates in the exam room Commitment to school improvement and raising achievement for all students 	Application form Interview Assessment

Skills and abilities (continued)	<ul style="list-style-type: none"> • Good organisation, time management, communication and interpersonal skills • Able to be tactful, discreet and understand confidentiality • Able to remain positive and enthusiastic when working under pressure • Must be able to stand still for long periods of time 		Application form Interview Assessment
Experience	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in administration • Experience of working in an educational setting 	Application form
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of safeguarding and child protection 	<ul style="list-style-type: none"> • Secondary School • UK qualifications structure • Joint Council for Qualifications Examination Regulation 	Application form Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Professional appearance and demeanour • Able to work calmly under pressure and withstand stress • Have access to email to be able to receive school communications and complete relevant training activity • Able to work flexibly, is reliable and to attend meetings and INSET days as required 		Interview

Person specification reviewed by: Stephen Dale, Exams Officer

Date: April 2019