

Person Specification – Examinations Invigilator

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart appearance • General level of fitness, adequate for spending long periods standing • Excellent verbal and written communication skills • Confidence 		Application Form
Qualifications	<ul style="list-style-type: none"> • A good general education including minimum GCSE Grade C or equivalent in English and Mathematics 	<ul style="list-style-type: none"> • 	Application Form and Interview
Experience	<ul style="list-style-type: none"> • No specific experience is necessary. Full training for the role will be provided 	<ul style="list-style-type: none"> • Previous experience of working in a school environment • Previous examination invigilator experience 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training, including statutory safeguarding training 	<ul style="list-style-type: none"> • A desire for self-improvement 	Application Form and Interview.
Special Knowledge		<ul style="list-style-type: none"> • Previous examination invigilator training 	
Circumstances	<ul style="list-style-type: none"> • Commitment to being available throughout examination periods including mock exams (March, May, June and early July) • Ability to work flexibly to meet the needs of the exams calendar 		

	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people 		
Disposition	<ul style="list-style-type: none"> • To be an excellent team player • Able to support, influence and motivate students and staff • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Able to remain calm under pressure and manage conflicting demands • Able to manage and prioritise a diverse and demanding workload • Good organisational and time management skills • Ability to work with an attention to detail and a commitment to the highest possible quality standards • Ability to work with tact and diplomacy • Methodical with a good attention to detail 	<ul style="list-style-type: none"> • A willingness to reflect on impact/experiences 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Commitment to safeguarding children and young people • Enthusiasm for working with children and young people • Reliable and punctual • Polite and friendly with a flexible approach to work • Able to follow instructions • Able to keep calm and maintain an air of authority • An active listener • Can take responsibility and accountability • Good time management 		

	<ul style="list-style-type: none"> • Committed to the needs of the pupils and can challenge barriers which block the provision of an effective service • Is adaptable to change / embraces and welcomes change • Can act with a pace and urgency being energetic, enthusiastic and decisive • Can maintain smart and business-like dress standards 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service Check confirming the appointee is not on the Children's Barred list. • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role. • Inline with the latest KCSIE you will be required to undertake an online check 		

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.