

Person Specification

Exam Invigilator

Cidari Multi Academy Trust
South Shore Academy
Salary: £12.95 per hour
Reporting to: Exams Officer
Deployed by: Exams Officer

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|-----------------|-----------------------------|------------------|-----------------------------|
| Prepared by: | Louise Gregson | Approved by: | Matt McIver |
| Prepared on: | 8 th April 2025 | Approved on: | 25 th April 2025 |
| Reviewed by HR: | Laura Wright-Dixon | Permitted use: | South Shore Academy |
| Reviewed on: | 21 st April 2025 | Applicable Terms | The Green Book |

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

[A] Experience

| | | Essential/ Desirable |
|----|---|-------------------------|
| A1 | Experience of working in an educational environment | D |

[B] Knowledge, Skills & Abilities

| | | Essential/ Desirable |
|----|---|-------------------------|
| B1 | Effective oral/written communication skills | E |
| B2 | Good numeracy skills | E |
| B3 | An understanding of examination processes | D |

[C] Other / Personal Qualities

| | | Essential/ Desirable |
|----|----------------------------------|-------------------------|
| C1 | Accuracy and attention to detail | E |





| | | |
|----|--|---|
| C2 | Flexible approach to work | E |
| C3 | Ability to relate to academic staff and students | E |
| C4 | Ability to work under pressure and under tight deadlines | E |

[D] Safeguarding

| | | Essential/ Desirable |
|----|---|-------------------------|
| D1 | Commitment to safeguarding and protecting the welfare of children and young people | E |
| D2 | The ability to form and maintain appropriate relationships and personal boundaries with young people | E |
| D3 | Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people | E |
| D4 | Will co-operate and work with relevant agencies to protect young people | E |

[E] Confidential References

| | | |
|----|--|---|
| E1 | Positive reference from current employer or training provider confirming suitability to work with children | E |
| E2 | Positive recommendation from referees | E |

[F] Application Form and Supporting Statement

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.