



PERSON SPECIFICATION Exam Invigilator

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

	<i>Essential</i>	<i>Desirable</i>
Education & Training	<ul style="list-style-type: none">• Experience of working in an educational environment (W,D)	<ul style="list-style-type: none">• Experience of working in a supervisory capacity (W)• Experience of invigilation (W)
Experience and Skills	<ul style="list-style-type: none">• Ability to set and maintain high standards (W)• Basic IT skills (W)• Ability to prioritise tasks, manage time effectively and meet deadlines (I)• Ability to cope with the pressure of a fragmented day (I)	



	<ul style="list-style-type: none">• Ability to relate to and work with young people (W)• Ability to keep calm under pressure or during unexpected circumstances (I)• Ability to work with accuracy and attention to detail (W,I)• Ability to work to predetermined instructions (I)	
Personal Qualities	<ul style="list-style-type: none">• Proven interpersonal and communication skills to work effectively with adults and students (I)• Cooperative, friendly and helpful (I)• A positive “can do” attitude (I)• Ability to be flexible and adaptable (I)• Ability to relate to candidates (I)• Ability to communicate with candidates and members of staff clearly and accurately (I)• Ability to work as part of a team or alone as necessary (I)• Effective oral and written communication skills (W)• Reliability and punctuality (I)• Initiative (I)• Must be available to work at least 3 days a week during exam seasons (I)• Supportive of the school’s ethos (W)	



Other Conditions	<ul style="list-style-type: none">• Able to fulfil all aspects of the job description. (I)• Set a good example of professional standards and abide by our Code of Conduct. (I)• Must satisfy relevant pre-employment checks. (D)• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. (D)	
Equal Opportunities & Safeguarding	<ul style="list-style-type: none">• Commitment to equal opportunities. (I)• Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I)• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I)	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

June 2023