



THE RIPLEY ACADEMY PERSON SPECIFICATION

Post: Exam Invigilator

	ESSENTIAL	DESIRABLE	When evaluated
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to GCSE level 	<ul style="list-style-type: none"> Grade C or above in English and Maths 	Application
SKILLS	<ul style="list-style-type: none"> Excellent social and communication skills Calm and patient manner Flexible Ability to work to strict guidelines and follow procedures Conscientious attention to detail Ability to work as a team Ability to work independently, self-motivated Ability to manage behaviour of students in exam conditions 	<ul style="list-style-type: none"> Ability to be proactive and take initiative Knowledge of the exam board systems and procedures 	Application and interview
EXPERIENCE	<ul style="list-style-type: none"> Liaising with a wide range of people 	<ul style="list-style-type: none"> Working in an educational environment Supervisory experience Understanding of the differences in students' needs and abilities and capacity to respond accordingly 	Application and interview

Safeguarding Children and Safer Recruitment

The Ripley Academy is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff must have the right to work in the UK and will be subject to an enhanced DBS check prior to taking up appointment.

February 2022