



PERSON SPECIFICATION

Post title: Exams Invigilator

Academy: Excelsior Academy

Reporting to: Examination Manager

Salary/pay range: SCP 3 (hourly rate, with an uplift to the real living wage of £13.45 per hour

Hours of work: Casual (as and when required)

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Friendly and professional	X		
Punctual	X		
A desire to do things to the best of your ability	X		
Ability to work flexibly	X		
Reliable and dependable	X		
Knowledge & Experience	Essential	Desirable	How Identified
Previous experience of invigilation		X	Application

Previous experience of working in an educational establishment		X	Interview Task
Experience of working with IT, or willingness to learn		X	
Skills	Essential	Desirable	How Identified
Ability to relate well to children and adults	X		Application Interview Task
Excellent verbal and written communication skills	X		
Be a confident and reassuring presence to candidates in the examination venue	X		
Ability to work effectively as part of a team with other invigilators and staff	X		
Good organising, planning and prioritising skills	X		
Methodical with a good attention to detail	X		
Be vigilant	X		
Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	X		