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St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

PERSON SPECIFICATION

Post title:	Examination Invigilator
Academy:	Sedgefield Community College
Reporting to:	Examinations Officer
Salary/pay range:	SCP 3, with uplift to the real living wage (£14.10 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 Interview Task**
Previous experience of working in an educational establishment		X	
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**		
	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**		