

Person Specification – Exams Invigilator

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Examination Manager
Grade	The Futures Trust Living Wage
Hours	Casual contract
Location	Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE C grade or higher (or equivalent) in English & Maths 		Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Ability to lead an exam when necessary Accuracy and attention to detail Flexible approach to work Ability to communicate with candidates and members of staff clearly and accurately Ability to work to predetermined instructions Common sense and initiative Effective oral and written communication skills Ability to work as part of a team and independently as necessary Ability to be firm but fair at all times. Ability to follow recognised procedures and policies Ability to remain positive and enthusiastic when working under pressure 	<ul style="list-style-type: none"> Ability to relate to candidates yet maintain an air of authority Ability to relate to teachers, other professionals, parents and students Be confident and a reassuring presence to candidates in the exam room Commitment to school improvement and raising achievement for all students 	Application form Interview

Skills and Abilities (continued)	<ul style="list-style-type: none"> • Good organisation, time management, communication and interpersonal skills • Be tactful, discreet and understands confidentiality • Must be able to stand still for long periods of time 		
Experience	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in administration • Experience of working in an educational setting 	Application form
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of safeguarding and child protection 	<ul style="list-style-type: none"> • Secondary School • UK qualifications structure • Joint Council for Qualifications Examination Regulation 	Application form Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Professional appearance and demeanour • Able to work calmly under pressure and withstand stress • Have access to email to be able to receive school communications and complete relevant training activity • Able to work flexibly, is reliable and to attend meetings and INSET days as required 		Interview

Person specification reviewed by: Natalie Rock (Headteacher)

Date: January 2022