

### Person Specification – Exam Invigilator

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

<b>Responsible to</b>	Exams Officer
<b>Grade</b>	Grade 1 starting salary £9.25 per hour pay award pending
<b>Hours</b>	Casual work
<b>Location</b>	Based at President Kennedy School

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE C grade or higher in English and Maths, or equivalent level of fluent written and spoken English and numeracy</li> </ul>		Application form Certificates Assessment
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>• Good organisation, time management, communication and interpersonal skills</li> <li>• Able to lead an exam when necessary</li> <li>• Accuracy and attention to detail</li> <li>• Able to communicate with candidates and colleagues clearly and professionally</li> <li>• Able to follow instruction and use initiative when required</li> <li>• Able to listen carefully to students and record their responses</li> <li>• Able to work as part of a team and independently</li> <li>• Able to follow recognised procedures and policies</li> <li>• Able to work under pressure and meet deadlines</li> </ul>		Application form Interview Assessment

<b>Skills and abilities (continued)</b>	<ul style="list-style-type: none"> <li>• Able to be still for long periods of time, but also to be mobile in the exam room to assist candidates</li> <li>• Be a confident, empathetic and reassuring presence to candidates in the exam room</li> <li>• Able to tailor responses and support to the meet the needs of candidates</li> </ul>		Application form Interview Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a professional environment and following and implementing policies and procedures</li> <li>• Successful organisation and time management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of working in administration</li> <li>• Experience of working in an educational setting</li> </ul>	Application form Interview
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The importance of confidentiality and data security</li> <li>• The importance of implementing examination regulations</li> <li>• The differing needs of learners</li> <li>• An understanding of safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>• The secondary school context</li> <li>• UK qualifications structure</li> <li>• Joint Council for Qualifications Examination Regulation</li> </ul>	Application form Interview Assessment
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Professional appearance and demeanour</li> <li>• Have access to email to be able to receive school communications and complete relevant training activity</li> <li>• Able to work flexibly, is reliable and to able attend meetings and INSET days as required</li> </ul>		Interview