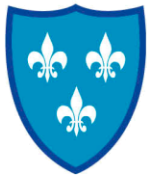


Person Specification

Examinations Assistant

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Educated to GCSE (or equivalent) level with English and Maths at Grades 9-4 (A*-C) or, able to demonstrate the ability to work at this level 	
Experience	<ul style="list-style-type: none"> Complying with statutory regulations set by external bodies 	<ul style="list-style-type: none"> Previous experience of working as an Exam Invigilator and/or Chief Exam Invigilator Recent experience of working in a school Experience working in an office environment
Skills, knowledge and Aptitude	<ul style="list-style-type: none"> Excellent organisational and administration skills Able to work methodically, in a calm and ordered manner Excellent interpersonal and communication skills Excellent attention to detail Confident in the use of ICT systems (or willing to undertake relevant ICT training) in relation to ICT supported exams Ability to work collaboratively with a range of colleagues Effectively dealing with unexpected events in a calm, professional manner Ability to address a large group of students in a clear, confident manner Ability to converse at ease and provide advice and information in accurate spoken English 	<ul style="list-style-type: none"> A knowledge and understanding of the procedures and practices relating to the examinations process Ability to speak a second language
Other	<ul style="list-style-type: none"> Willing to undertake further training outside of exam periods Committed to developing further and taking a lead role as Chief Invigilator as 	<ul style="list-style-type: none"> Enthusiasm to undertake increased responsibilities over time and with training



	<p>and when required (after suitable time and training)</p> <ul style="list-style-type: none">• Be fully available during the months of May and June• Be regularly available at key exam times throughout the academic year• Be available at various points throughout the academic year to undertake statutory training• Willingness to be flexible• Willingness to undertake further training/development opportunities• Evidence of relevant professional development• A commitment to developing the professional skills of yourself and others	
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You must meet the essential criteria in order to be shortlisted for this post and it would be advantageous if you meet the desirable criteria