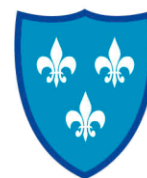


Person Specification

Examination Invigilator

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	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		Recent experience of working in a school
Skills, knowledge and Aptitude	- Excellent organisational skills - Able to work methodically, in a calm and ordered manner - Excellent interpersonal and communication skills - 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	- Confident in the use of ICT systems (or willing to undertake relevant ICT training) in relation to ICT exams - Ability to speak a second language
Other	- Willing to undertake further training outside of exam periods - Committed to developing further and taking a lead role as Chief Invigilator as and when required (after suitable time and training) - Be fully available during the months of May and June - Be regularly available at key exam times throughout the academic year	Enthusiasm to undertake increased responsibilities over time and with training



	• 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	
--	--	--

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