

Person Specification – Exam Invigilator

The Futures Trust and Hinckley Academy and John Cleveland Sixth Form Centre 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	Exams Officer
Grade	Grade 1 starting salary £9.25 per hour
Hours	Casual work
Location	Based at Hinckley Academy and John Cleveland Sixth Form Centre

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

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



Hinckley
ACADEMY

	<ul style="list-style-type: none">• Able to work flexibly, is reliable and to able attend meetings and INSET days as required		
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