

*A community of inspiration, excellence and opportunities for all to grow*

**PERSON SPECIFICATION**

**SS69B Examinations Invigilator/ Reader and Scribe**

|   | Essential | Desirable | How Assessed                                 |
|---|-----------|-----------|--|
| <b>Qualifications:</b>  |           |           |  |
| GCSE Maths and English A*-C or equivalent (or equivalent experience/expertise)      | ✓         |           | Application form and evidence at interview   |
| <b>Relevant Experience:</b>   |           |           |  |
| Experience in effectively dealing with secondary school aged children               |           | ✓         | Application form; at interview and reference |
| Experience of working in the administrative office of an organisation               |           | ✓         | Application form; at interview and reference |
| <b>Personal and Professional Skills and Attributes:</b>                             |           |           |  |
| The ability to give clear and concise instructions and guidance                     | ✓         |           | Application form; at interview and reference |
| The ability to use initiative and good judgement                                    | ✓         |           | Application form; at interview and reference |
| Good literacy and numeracy skills   | ✓         |           | Application form; at interview and reference |
| Understanding of the requirements of examination boards                             |           | ✓         | Application form; at interview and reference |
| Ability to follow guidelines and procedures   | ✓         |           | Application form; at interview and reference |
| Ability to work effectively as part of a team and know how and when to seek support | ✓         |           | Application form; at interview and reference |
| Meticulous attention to detail  | ✓         |           | Application form; at interview and reference |

| <b>Requirements from confidential references:</b>                         | <b>Essential</b> |
|---|------------------|
| Written reference(s) only   | ✓                |
| Confirmation of professional and personal knowledge, skills and abilities | ✓                |
| Positive recommendation from current employer                             | ✓                |
| Good health and attendance record   | ✓                |

**Safeguarding statement:**

**We practice safer recruitment by checking and continually assuring ourselves of the suitability of staff and volunteers to work with students.**

As part of this process anyone appointed to this position must undergo a DBS check as part of the conditions of their employment. Please refer to our policy P007 CHILD PROTECTION AND SAFEGUARDING which is available on our website for more information.

Shirebrook Academy is also committed to equal opportunities and a copy of the relevant P538 Equal Opportunities Policy is also available on our website.

<http://www.shirebrookacademy.org/information/policies/>