



PERSON SPECIFICATION

Exam Invigilator

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by the Minster School Governors in the recruitment and selection process.

All members of staff employed by the Minster School support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles
2. To engender a lifelong love of learning
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual
6. To develop and maintain excellence in teaching and learning

In particular, all staff employed by the Minster School commit to support, uphold, promote and embody the school's ethos:

'Succeeding Together'

Enabling all members of our school community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life.

- ◆ Wisdom
- ◆ Optimism
- ◆ Resilience
- ◆ Kindness
- ◆ Service

Category	Essential	Desirable	Evidence from
Experience			
• Experience of working in an educational environment	✓		A / R
• Experience of working in a supervisory capacity		✓	A / R
• Experience of working with young people		✓	A / R
• Experience of invigilation		✓	A / R

<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to set and maintain high standards • Ability to prioritise tasks, manage time effectively and meet deadlines • Ability to cope with the pressure of a fragmented day • Ability to relate to and work with young people • Ability to keep calm under pressure or during unexpected circumstances • Ability to work with accuracy and attention to detail • Ability to work to predetermined instructions 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A / R / I</p> <p>A / R / I</p> <p>A / R / I</p> <p>R / I</p> <p>R / I</p> <p>A / R / I</p> <p>R / I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Proven interpersonal and communication skills to work effectively with adults and students • Cooperative, friendly and helpful • A positive “can do” attitude • Ability to be flexible and adaptable • Ability to relate to candidates • Ability to communicate with candidates and members of staff clearly and accurately • Ability to work as part of a team or alone as necessary • Effective oral and written communication skills • Reliability and punctuality • Initiative • Must be available to work at least 3 days a week during exam seasons • Supportive of the school’s ethos 	<p>✓</p>		<p>R / I</p> <p>A / R / I</p> <p>R / I</p> <p>R / I</p> <p>A</p> <p>R / I</p>

A = application R = reference I = interview