

## PERSON SPECIFICATION

<b>Job Title:</b>	Exams Invigilator	<b>Reporting to:</b>	Examinations Officer
<b>Salary:</b>	£13.45 per hour	<b>Location:</b>	Jewellery Quarter Academy

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
<ul style="list-style-type: none"> <li>GCSE Maths or English or equivalent</li> </ul>		X
<b>Experience, Knowledge, Skills/Competencies</b>		
<ul style="list-style-type: none"> <li>To have previous experience of examination invigilation.</li> </ul>		X
<ul style="list-style-type: none"> <li>To have experience working with young people.</li> </ul>		X
<ul style="list-style-type: none"> <li>To have experience of supervising young people and/or adults.</li> </ul>		X
<ul style="list-style-type: none"> <li>To be confident to make and manage decisions in line with training and refer to the Examinations Officer if unsure.</li> </ul>	X	
<ul style="list-style-type: none"> <li>To have attention to detail.</li> </ul>	X	
<ul style="list-style-type: none"> <li>To be confidential at all times and be aware of data protection regulation.</li> </ul>	X	
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>To be comfortable working with and contributing to the Examinations Team.</li> </ul>	X	
<ul style="list-style-type: none"> <li>To be able to remain calm and reassuring in circumstances where students may be anxious.</li> </ul>	X	
<ul style="list-style-type: none"> <li>To be confident to adhere to rules, policies, and procedures. Be able to apply common sense within the spirit of the rules, policies and procedures.</li> </ul>	X	
<ul style="list-style-type: none"> <li>To maintain alertness for long periods while performing no other activities apart from invigilation.</li> </ul>	X	

### How to apply

For further information about this exciting opportunity, or an informal discussion please contact [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk)

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your expression of interest to [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk).

For more information visit our website, [CORE-education.co.uk/work-with-us](https://www.CORE-education.co.uk/work-with-us)

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

CORE Education Trust, Naseby Road, Alum Rock, B8 3HG

0121 389 2824 • [enquiry@core-education.co.uk](mailto:enquiry@core-education.co.uk)

Group CEO: Adrian Packer CBE

CEO: Jo Tyler

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