

Person Specification

Exam Invigilator

Cidari Multi Academy Trust
St George's School – A Church of England Academy

Salary: £13.31 per hour

Reporting to: Exams Officer

Deployed by: Exams Officer

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8 th April 2025	Approved on:	25 th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	St George's Academy
Reviewed on:	21 st April 2025	Applicable Terms	The Green Book

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

[A] Experience

		Essential/ Desirable
A1	Experience of working in an educational environment	D

[B] Knowledge, Skills & Abilities

		Essential/ Desirable
B1	Effective oral/written communication skills	E
B2	Good numeracy skills	E
B3	An understanding of examination processes	D

[C] Other / Personal Qualities

		Essential/ Desirable
C1	Accuracy and attention to detail	E





C2	Flexible approach to work	E
C3	Ability to relate to academic staff and students	E
C4	Ability to work under pressure and under tight deadlines	E

[D] Safeguarding

		Essential/ Desirable
D1	Commitment to safeguarding and protecting the welfare of children and young people	E
D2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
D3	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
D4	Will co-operate and work with relevant agencies to protect young people	E

[E] Confidential References

E1	Positive reference from current employer or training provider confirming suitability to work with children	E
E2	Positive recommendation from referees	E

[F] Application Form and Supporting Statement

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.