



Exam Invigilator - Person Specification

JOB REQUIREMENT		Evidence	Scoring Method
Qualifications & Experience	A good level of literacy and numeracy skills, enabling the postholder to complete administrative duties relevant to the post	A, I	Pass/Fail
	Experience of working collaboratively within a team with minimal supervision	A, I	Numerical Scale
Knowledge and Skills	Knowledge of school's approach to behaviour management and the associated policies/procedures	A, I	Numerical Scale
	Experience working with children and/or young people	A, I	Numerical Scale
Values and Behaviours	Kindness Acts with patience, respect, generosity and forgiveness. Acts with compassion and care, listens and sees the person behind the role. Focuses on relational practice; builds trust and rapport with others by empowering and elevating them.	I	Numerical scale
	Trust Acts in a reliable, consistent, credible, honest, humble, courageous manner. Manages emotions and helps others to do the same. Keeps promises and does what they say they will.	I	Numerical scale
	Service Puts themselves in the service of others. Reduces stress and anxiety in the organisation by modelling calm and considerate behaviour. Behaves in a dutiful way, demonstrating humility and self-control. Removes barriers to enable others to do their jobs well	I	Numerical Scale
	Optimism Believes in their own ability, and the ability of others. Calls out negativity, cynicism and dishonesty. Remains positive and encouraging, helping others to overcome challenges and celebrating their success.	I	Numerical scale

* A = application, I = interview (including tasks), V = pre-employment vetting checks

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.