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| Job Title | Casual Examination Invigilator | | | School | Dormston School |
| Post Number | Casual | | |  |  |
| Grade | 1 | Salary | £11.50 per hour | Hours as required. Mock exams in November/December. Mock exams in February/March. GCSE exams May – June. | |

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| Criteria (Essential) | Assessment By | | |
|  | Application | Interview | Test |
|  | √ | √ | √ |
| **Experience** |  |  |  |
| To be able to demonstrate experience of:   * Working with secondary aged students. | √ | √ |  |
| **Qualifications / Training** |  |  |  |
| * GCSE or equivalent in English and Maths at Grade C. | √ | √ |  |
| **Practical Skills**  Ability to: |  |  |  |
| * demonstrate good organisational skills * supervise students * maintain appropriate levels of safety, security and data protection within the working environment. | √ √ √ | √  √  √ |  |
| **Personal Qualities and Attributes**  Ability to: |  |  |  |
| * communicate in a professional manner with staff, students and external agents. * follow school procedures consistently. | √ | √  √ |  |
| **Other**   * Willingness to participate in training and development opportunities. * To comply with the Schools commitment, policies and procedures in relation to the protection and safeguarding of children.   **Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.** |  | √   √ |  |
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| Prepared By: |
| Date: February 2017 |