



POST: EXAM INVIGILATOR

RESPONSIBLE TO: EXAMS MANAGER & SENIOR PA

JOB PURPOSE: To undertake invigilation of examinations in accordance with the regulations of Joint Council for Qualifications and within the rules and policies of the school.

DUTIES AND RESPONSIBILITIES:

- 1 To assist the Senior Invigilator and the Examinations Manager in the smooth and efficient invigilation of examinations.
- 2 To assist in admitting the candidates to the examination room and enabling them to find their seats quietly and efficiently.
- 3 To assist in the distribution of examination papers and any associated materials at the beginning of the examination and to collect them at the end. To distribute additional paper and/or equipment as necessary.
- 4 To assist in the efficient timekeeping of the examination.
- 5 To supervise the examination candidates in a quiet and unobtrusive manner.
- 6 To respond to candidates queries in accordance with the examination regulations.
- 7 To support students with access arrangements which could include being a 'reader' and a 'scribe'.
- 8 To ensure that any minor behaviour issues are dealt with in line with school policy and under the guidance of the Examinations Manager.
- 9 To escort and supervise candidates who may need to leave the examination room in an emergency.
- 10 To carry out other duties appropriate to this position as instructed by the Head Teacher.

This job description reflects the duties and task appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibilities entailed.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service.

All duties and responsibilities must be carried out with due regard to the schools Health & Safety Policy
 Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

PERSON SPECIFICATION
 (Exam Invigilator)

ATTRIBUTES	JOB REQUIREMENTS	Measurement
KNOWLEDGE	<ul style="list-style-type: none"> • General organisation. 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good organisational Skills. • Good communication and interpersonal skills • Sorting and filing correctly. The ability to demonstrate an organised approach in a demanding situation is essential. • Ability to reassure students who are anxious or distressed. • Ability and willingness to work under pressure. • Ability and willingness to follow instructions but also to work on own initiative when required. • Ability to remain alert during long periods of inactivity. • Working as a team member. • Maintaining a positive working attitude. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of invigilating in an education environment is desirable although training will be given. 	
WILLING TO	<ul style="list-style-type: none"> • Receive instructions from School Staff. • Undertake training as appropriate. • Work on own initiative. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexibility • Self motivating • Approachable • Able to take initiative • Able to work calmly under pressure 	
SAFEGUARDING	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours • Attitudes to use of authority and maintaining discipline. 	

A = Application Form, I = Interviews, R = References