

**WALTHAMSTOW SCHOOL FOR GIRLS**

***“NEGLECT NOT THE GIFT THAT IS IN THEE”***

Job Description

**Job title:** Examination Invigilator

**Reporting to**: Examinations, Data and Assessment Officer

**Line management of:** N/A

**Liaising with:** LT, all Teachers and support staff

**Working time:** Casual basis as required

**Salary Grade:**  Scale Point 3

**Disclosure:** Enhanced

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| **Core Purpose** | * To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Walthamstow School for Girls regulations and instructions
* To have a key role in upholding the integrity and security of the examination/assessment process
* To ensure every student can access all public examinations
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| **Main Responsibilities** **Before Exams** | * Report to and be briefed by the Exams Manager/ Lead Invigilator prior to each exam session
* Keep confidential exam question papers and materials secure before, during and after exams
* Ensure exam rooms are set up according to the requirements
* Admit candidates into exam rooms under formal exam conditions
* Check the identify of candidates and seat according to the required arrangements
* Distribute the correct question papers and exam materials to candidates
* Deal with candidate questions
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| **During Exams** | * Always supervise and observe candidates and be vigilant throughout exams
* Keep disruption in exam rooms to a minimum
* Deal with emergencies or irregularities effectively
* Record/report any incidents, disruption or irregularities
* Complete attendance registers as required
* Deal with candidate questions according to the regulations
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| **After Exams** | * Collect exam scripts and exam materials
* Check candidates’ names on scripts, match the details on the attendance register
* Securely return all exam scripts and exam materials to the exams officer

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| **Additional Duties** | * To be able to confirm availability during main exam period
* To fully understand the confidentiality and security requirements surrounding the invigilation process and to ensure that they will always be followed
* To undertake training, update and review sessions as required
* Undertake relevant online invigilator assessments for the academic year as part of professional development
* Undertake, where required and where able, other duties requested by the exams officer, for example:
	+ centre supervision of exam timetable clash candidates between exam sessions
	+ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
	+ other exams-related administrative tasks including maintaining question paper security by supporting the ‘second pair of eyes check
	+ labelling exam desks
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| **School Ethos** | * To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to be flexible and carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post
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| **Whole School Contribution** | * Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person
* To take part in the school’s staff development programme by participating in arrangements for further training and professional development
* To work as a member of a designated team and to contribute positively to effective relationships within the school
* To promote actively the school’s policies

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**The Governing Body and the Local Authority are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the latest national guidance and regulations on safeguarding and child protection. This role is subject to an enhanced DBS check.**

October 2023

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Person Specification

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria** | Essential | Desirable |  | Assessed by application | Assessed by selection process |
|  | **Qualifications** |
| 1 | Good general standard of education | / |  |  | / |  |
|  | **Experience** |
| 2 | Relevant work experience  | / |  |  | / | / |
| 3 | Experience of working in a team | / |  |  | / | / |
| 4 | Experience of using own initiative | / |  |  | / | / |
| 5 | Experience of invigilating school examinations |  | / |  | / |  |
| 6 | Experience of working with children of relevant age |  | / |  | / |  |
| 7 | Knowledge/experience of the education sector and/or schools |  | / |  | / |  |
|  | **Knowledge and aptitudes** |
| 8 | Flexibility and ability to work as part of the Examinations team | / |  |  | / | / |
| 9 | The ability to be able to communicate effectively at all levels with students and colleagues, both verbally and in writing  | / |  |  | / | / |
| 10 | Ability to work well under pressure | / |  |  | / | / |
| 11 | Ability to maintain integrity and confidentiality at all times  | / |  |  | / | / |
| 12 | An understanding of the examinations process and/or experience of administering exams  | / |  |  |  | / |
| 13 | An understanding of good health and safety practices at work | / |  |  | / | / |
|  | **Additional Requirements** |
| 14 | Commitment to the LA’s Equal Opportunities Policy and acceptance of their responsibility for its practical application  | / |  |  | / | / |
| 15 | Invigilators must declare if they have invigilated previously and whether  they have any current maladministration/malpractice sanctions applied to them  | / |  |  | / | / |