



Organisation:	Watergrove Trust
Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Examination Invigilator
Scale:	£13.57 per hour
Hours	Casual ad hoc hours – required during exam periods

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

RESPONSIBILITIES

The postholder must:

- Perform his/her duties in accordance with Equal Opportunities Policies.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PURPOSE AND OBJECTIVES OF THE ROLE

To undertake the supervision, security, welfare and good conduct of students during the lunchtime period.

Safeguarding

- Fulfil responsibilities and obligations in relation to safeguarding.

Financial

- Resources

Relationships (not exhaustive)

Headteacher	Senior Leadership Team	Teachers	Parents/Carers
Students	Associate Staff	Visitors	External Agencies

Values and Behaviours

The Wardle Way:

W	-	Well-being
A	-	Ambition
R	-	Respect
D	-	Diversity
L	-	Leadership
E	-	Empathy

Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Principal Responsibilities

To uphold the integrity of the external examination/assessment process

To be familiar with the current JCQ document Instructions for Conducting Examinations

To be aware of the emergency evacuation procedures, fire alarm, fire exits and assembly point

To assist with setting up examination rooms (notices, displays, clocks, etc.)

To assist with the distribution of Exam papers, answer booklets and associated stationery

Ensure mobile phones/devices and similar are switched off and collected prior to the start of the examination

Check Examination Entry Lists and record those who are absent or late

Seat candidates according to seating plans; make a note of any alterations

When required officially start the examination (using a speech supplied by the exams officer)

Help to maintain absolute silence throughout the examination, patrol the exam room and deal with candidates' problems

Distribute additional paper, treasury tags, etc to candidates as and when required



Enter any incidents in the Incident Report Book and bring these to the attention of the examinations officer as soon as possible

Assist in the collection of scripts

Tidy up the Examination room returning all associated stationery to the secure store

When required perform ad hoc duties to assist the Cover and Examinations Officer eg. Distribute statements on results day

SECONDARY DUTIES

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).

Appreciate and support the role of other professionals.

Contribute to the school ethos, aims and the development/improvement plan.

Attend relevant meetings as required.

Attendance at any training sessions as required.

To undertake basic child protection training

The post holder may reasonably be expected to undertake other duties as and when required as directed by the Headteacher and commensurate with the level of responsibility that may be allocated from time to time.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.



**Watergrove Trust
Person Specification**

Organisation :	Watergrove Trust		
Academy:	Wardle Academy	Post:	Examination Invigilator
Section :	Associate Staff	Grade:	

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Certificate
Qualifications		
A good standard of general education	D	AF, C
Well-developed Maths and English skills (by qualification or experience)	D	AF,C
Knowledge, Ability & Skills		
The importance of safeguarding/child protection when working in a school setting	E	AF, I
Work effectively within a team environment, understanding roles and responsibilities	E	AF, I
Communicate effectively with staff and students	E	AF, I
Promote a positive ethos and role model attributes	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Enthusiasm and pride in your work	E	AF, I



Appropriate appearance and presence	E	AF, I
Ability to understand and interpret written and oral instructions	E	AF, I
Sense of humour	E	AF, I
Application		
Readability and evidence of care	E	AF
Specific application to Wardle Academy, our philosophy and values	E	AF
Originality	E	AF
Values and Behaviours		
The Wardle Way: W - Well-being A - Ambition R - Respect D - Diversity L - Leadership E - Empathy Please confirm that you are willing to adhere to these values	E	AF, I
Special Working Conditions		
Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision.	D	AF, I
Full Driving licence	D	AF, I
Must be able to work flexibly throughout the exam period	E	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	

