



Location:	Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire S40 3NS
Salary:	The Redhill Academy Trust Pay Scale, Band 5, Scale point 28 - currently £11.59 per hour (pay award pending)
Hours of work:	Casual
Responsible to:	Data and Exams Manager/Assistants

Main Duties and Responsibilities

Key Areas of Responsibility

- Ensuring appropriate preparation of the exam room as required by the examination board
- Supervising the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc is strictly observed.
- Assisting with admittance of the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- Distribution of examination papers and associated materials at the beginning of the examination and collecting them at the end.
- Distribution of additional paper and/or equipment as necessary.
- Responding to candidates' non-curricular queries in accordance with examination regulations.
- Escorting and supervising any candidates who may need to leave the examination room in an emergency.
- Assisting in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
- Ensuring that any minor behaviour issues are dealt with in line with school policy. Reporting any breaches of examination code of conduct to Data and Exams Manager immediately.
- Ensuring that the examination room is clear and tidied for the next session and that equipment is fully stocked.

Health and Safety

- To ensure compliance with the school Health & Safety policy.
- To ensure that all accidents and incidents are reporting including notifiable diseases.

Contacts

- Senior Leaders and staff within school
- Students

General

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade Unions.
- The job description may be renewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the postholder. The postholder will be expected to participate in the school's performance management programme for support staff and to participate in appropriate staff training and development activities.
- 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.

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.