

Invigilator (Multiple Vacancies)

Job Description

Normal place of work: Blackburn Central High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: Casual Zero Hours Contract.

Responsible to: Examinations Officer.

PURPOSE OF THE POST

- To work under the direction of the Examinations Officer and the Senior Leadership Team to provide specific support to the school in the monitoring of internal and external examinations.

DUTIES AND RESPONSIBILITIES

- Completing attendance registers.
- Dealing with extra candidates not on the registers
- Recording absent candidates.
- Checking seating plans
- Ensuring candidates have the correct papers.
- Reading of the starting script and any erratum notices.
- Ensuring that candidates adhere to the examination conditions at all times.
- Dealing with late arrivals.
- Dealing with emergencies such as candidates who become ill, fire alarm going off etc.
- Reporting any disruption/malpractice.
- Respond to any queries in accordance with exam regulations.
- Supervising the candidates in a quiet and unobtrusive manner.
- Closing the examination.
- Ensure exam conditions are maintained until the candidates are dismissed from the room.
- Check exam desks for any graffiti.
- Collecting scripts and any examination material.
- Tidying of exam room.
- Returning all scripts and materials to the Examinations Officer.
- Any other duties delegated by the Examinations Officer. Support to School
- Promote and safeguard the welfare of the students you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health & Safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings/training as required.

Invigilator Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Good Literacy and Numeracy skills. • Effective written and oral skills. • Good communication skills. • Willing to undertake training for this role. 		<ul style="list-style-type: none"> • Previous experience of working in a school environment.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Accuracy and attention to detail. • Ability to follow instructions. • Ability to use own initiative. • Ability to work constructively as part of a team. • Ability to relate well to both students and staff. • Good planning and prioritising skills. • Methodical. • Professional yet friendly approach. • Adaptable to change. • Flexible in approach to work. • Reliable and punctual. • Ability to remain calm under pressure or when unexpected circumstances arise. 		