Felpham Community College

Job Description
Exam Invigilator

Core purpose:	To conduct examinations in accordance with the Joint Council for Qualifications (JQC), awarding body and Felpham Community College's regulations and instructions. To have a key role in upholding the integrity and security of the examinations / assessment process.
Reporting to:	Data & Exams Manager
Hours	Varied between the hours of 08:00 and 16:00
Salary	£14.88 per hour (inclusive of holiday pay)
Grievance Officer	Headteacher

Our invigilation team are required to work on an ad hoc basis, mostly October, November, January, February, May and June, with some additional days throughout the year. Your availability will prearranged and a timetable drawn up. It is essential that you are able to commit to working during the very busy summer series of exams (3rd May to 9th July) working on a daily basis if required. There can be two sessions a day running from 8am and 12pm, finish times will depend on the length of the exam and candidates with access arrangements. Set up and close down of venues is also required. On occasion, due to unforeseen circumstances, extra staff are called in at short notice to cover, good communication is therefore vital. Due to the nature of the exams schedule, a day may involve working split shifts.

General requirements:

- Experience of invigilation is not required as training in the role and duties will be provided.
- Invigilators are required to declare if they have invigilated previously and if they have any current maladministration or malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of the main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.
- Be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, logging into school systems & mobile phone messaging etc.)

Main duties:

- To conduct examinations in accordance with the Joint Council for Qualifications (JQC), awarding body and Felpham Community College's regulations and instructions.
- To have a key role in upholding the integrity and security of the examinations / assessment process

Before exams:

1. Report to and be briefed by the exams team prior to each exam session
2. Keep confidential exam question papers and materials secure, during and after exams
3. Ensure exam rooms are set up according to the requirements
4. Distribute the correct question papers and exam materials to candidates
5. Admit candidates into exam rooms under formal exam conditions
6. Take candidates attendance register
7. Instruct candidates in the conduct of their exams
8. Read announcement to the candidates
9. Start exams

During exams:

- Supervise and observe candidates at all times 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
- Deal with candidate questions according to the regulations

After exams:

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams office

Other tasks:

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment for the academic year, **prior** to invigilating any exam in the new academic year
- Undertake, where required and where able, other duties as requested by the exam team, such as, the supervision of exam timetable clash candidates between exam sessions, facilitating access arrangements for candidates, for example as a reader, scribe etc. (where necessary further training will be given).
- Other exam related administrative tasks, including maintaining question paper security by supporting the "second pair of eyes" check.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary and subject to modification or amendment at any time by the Head of Centre and Exams Manager.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

Person Specification –
Exam Invigilator

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	**Skills & Knowledge**	
1.1	Able to work on own initiative as well as a member of a team	Application form/Interview
1.2	Conscientious attitude towards work duties	Application form/Interview
1.3	Adaptable and self-motivated	Application form/Interview
1.4	Ability to accept and understand verbal and written communication	Application form/Interview
1.5	Friendly and pleasant manner	Application form/Interview
1.6	Awareness of Safeguarding	Application form/Interview
1.7	Good knowledge of relevant equipment, resources and tools with a good standard of practical skills	Application form/Interview
1.8	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application form / Interview
1.9	High levels of organisational and self-management skills, ability to work independently	Application form / interview
1.10	Ability to identify own training and development needs and commitment to personal professional development to address these needs	Application form / interview

2.	**Experience/Qualifications/Training etc.**	
2.1	**Developing Self and Others** - Ability to question and request appropriate training and development that links to the post, to seek opportunities that add to skills and knowledge and to respond positively to opportunities that arise. To support others' learning and share learning with others	Application form/Interview

2.2	**Health and Safety -** The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	Interview

3.	**Work Related Circumstances – Professional Values & Practices**	
3.1	Proven record of attendance and punctuality	Application form/Interview
3.2	Able to work in a busy school environment and relate effectively with children and adults	Application form/Interview
3.3	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements	Application form /Interview
3.4	Demonstrate and promote the positive values, attitudes and behaviour expected from the students	Application form/Interview
3.5	Ability to build and maintain successful relationships with staff and students	Application form / Interview

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1st April and 30th September, the increment will be on 1st April the following year. If starting between 1st October and 31st March the increment will be 6 calendar months after the date of commencement and then 1st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The school contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The school will need to see the **originals** of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.