

# Exam Invigilator (Multiple Vacancies)

**Hours:** Ad hoc – As required during Exam Periods



## Job Description

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

**Normal working hours:** Ad hoc

**Responsible to:** Exams Officer.

### PURPOSE OF THE POST

- To supervise pupils undertaking school examinations in accordance with legal and school requirements.

### MAIN DUTIES AND RESPONSIBILITIES

- To assist the Lead Invigilator and the Examinations Officer in the smooth and efficient administration of examinations.
- To ensure that you are familiar with the "Guidance for Invigilators" instructions, as provided by the Examinations Officer and the Examination Boards.
- To ensure appropriate preparation of the examination room, as required by the individual exam.
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination.
- To supervise the candidates in a quiet & unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates queries in accordance with the examination regulations. To distribute additional paper and/or equipment, as necessary.
- To ensure that any minor behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the supervising teacher/Invigilator Immediately.
- To escort and supervise candidates who may need to leave the examination room in an emergency.
- To ensure that the examination room is clear and tidied for the next session and that the equipment box Is fully stocked.
- To sort sets of completed papers at the end of the examination, in preparation for posting.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

# Exam 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"><li>GCSE Maths and English at Grade 4 or above (GCSE C or above or equivalent) – previous relevant experience will be considered.</li><li>Methodical with good attention to detail.</li><li>Flexible approach to work.</li><li>Excellent communication skills with an ability to relate to candidates yet maintain an air of authority.</li><li>Able to work constructively as part of a team.</li><li>Able to communicate clearly and accurately.</li><li>Able to work to pre-determined instructions.</li><li>Good organising, planning and prioritising skills.</li><li>Able to work as part of a team or alone as necessary.</li><li>Reliable and punctual.</li><li>Willingness to participate in development and training opportunities.</li></ul> <p>Safeguarding and Child Protection training or willingness to attend training.</p>	<ul style="list-style-type: none"><li>Previous experience of working in a supervisory position.</li><li>Previous experience of working within a school environment.</li></ul>
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"><li>Accuracy and attention to detail.</li><li>A flexible approach to work.</li><li>Ability to relate to candidates yet maintain an air of authority.</li><li>Ability to communicate clearly and accurately.</li><li>Ability to work to pre-determined instructions.</li><li>Ability to work as part of a team or alone as necessary.</li><li>Ability to keep calm under pressure or during unexpected circumstances.</li><li>Effective oral and written communication skills.</li><li>Ability to be fair but firm at all times.</li><li>Reliability and punctuality.</li></ul>	