

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