

Job Description

Role:	Exam Invigilators
Salary:	West Sussex Grade 4, Point 5 + Crawley Allowance
Hours:	Term Time Only (TTO) Casual – no set hours
Contract Type:	Casual
Position Level:	With or without reading duties

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	Examinations Officer
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school.
General:	The correct running of external examinations in the exam room, including: <ul style="list-style-type: none"> • Ensure a calm and professional environment for candidates • Conducting the exam according to the Joint Examinations Boards • Reporting to the Exams Officer at least 30 minutes before the start of an examination session.
Key Duties:	<ul style="list-style-type: none"> • Help organise and admit/dismiss candidates to/from the room in a quiet and orderly way • You may be required to distribute exam papers for larger exams under the supervision and instruction of The Examinations Officer • To be constantly vigilant when the exam is running and not undertake any other task • Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam • Escort students during toilet breaks being mindful of exam and Safeguarding protocols • Collect finished papers in the order instructed by the Exams Officer • In the event of any disturbance to an exam one invigilator should contact the Examinations Officer and another note the time in the incident book in the exam room as a report may be sent to the exam board • To assist SEND students as directed (if appointed as competent and trained Reader)

Generic Duties:	To deputise in the absence of other staff. Undertake duties involving student contact, as requested.
CPD:	To follow a mutually agreed programme of continuing professional development.
Additional Information:	For inset training you will be aligned with the administration team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.

The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.

This centre requires invigilators to wear 'business' dress (e.g. collar and tie for males) to promote a formal atmosphere within the exam room.

There will be training provided by the Examinations Officer for this role.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Person Specification – Exam Invigilators

	Essential (E) or Desirable (D)	Evidenced by:
Willing and able to obtain Enhanced DBS clearance/ for schools	E	Application / DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A*- C or equivalent) in English and Maths	E	Application and Certificates
Knowledge of Word and Excel and other office programs	E	Application and practical activity
Good communication skills – especially orally	E	Application and interview
Able to form good working relationships with adults and children.	E	Application and interview
Efficient, organised, works accurately and pays attention to detail	E	Application and interview
Resilient and able to focus for long periods of time	E	Application and interview
Ability to keep calm and focussed in pressurised situations	E	Application and interview
Diplomatic, discerning and able to deal with confidential information	E	Application and interview
Fast learner, picks up most things first time	D	Application and interview
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	E	Interview and practical activity
Ability to keep calm and focussed in pressurised situations	E	Application and interview
Able to liaise and communicate confidently with staff at all levels	E	Application and interview
Able to follow instructions, pick up things quickly and take initiative within boundaries	E	Interview and practical test
Uses own initiative within boundaries - problem-solver with a 'can do' attitude	E	Application and interview
Strong 'customer service' ethic	E	Application and interview
Team player	E	Application and interview
Flexible	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Representative of the school's ethos and core values	E	Application and interview

The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people, and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.