

Support Staff Job Profile 2024

Name :	
Job Role :	Examination Invigilator / Reader / Scribe
Contract :	Temporary, casual employment - hourly paid
Grade :	Paid by the hour @ £11.60 per hour
Line manager :	Examinations Officer
Purpose :	To supervise and assist students undertaking school and external examinations in accordance with the legal and school requirements
Requirements of the Role	
Knowledge, Skills, Experience	<ul style="list-style-type: none"> • Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of exam invigilator duties; also to be familiar with the 'Guidance for Invigilators' as provided by the examinations officer and examination board.
Mental skills and Demands	<ul style="list-style-type: none"> • Concentrate for periods of up to 3 hours ensuring examination conditions maintained in line with examination board regulations and school policy • Follow established procedures
Interpersonal/ Communication Skills and Emotional Demands	<ul style="list-style-type: none"> • Develop good working relationships with students and adults • Demonstrate authority over a group of students • Deal appropriately and calmly with inappropriate behaviour
Initiative and Independence	<ul style="list-style-type: none"> • Work independently after suitable period of experience but with support whenever needed • Use own initiative in dealing with problems that arise
Responsibility for, and Supervision of, People	<ul style="list-style-type: none"> • Ensure candidates are well supervised and their needs are met in examination conditions.
Resource Management	<ul style="list-style-type: none"> • Manage the distribution and collection of examination scripts
Working Environment	<ul style="list-style-type: none"> • Work in examination bases
Personal Contribution to Academy Life	<ul style="list-style-type: none"> • All employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job profile • All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to follow the Academy's policy on Professional Conduct • All employees are expected to take responsibility for their professional development, keeping up-to-date with developments in education and meeting their Performance Management objectives • The Principal will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
Specific Duties	
Invigilation	<ul style="list-style-type: none"> • Abide by JCQ and the exam board regulations • Ensure appropriate preparation of the exam room as required by the examination board. • Supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc is strictly observed. • Assist with admittance of the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently. • Distribute examination papers and associated materials at the beginning of the examination and collecting them at the end. • Distribute additional paper and/or equipment as necessary • Respond to candidates' non-curricular queries in accordance with examination regulations

	<ul style="list-style-type: none"> • Escort and supervise any candidates who may need to leave the examination room in an emergency. • Assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required. • Ensure that any minor behaviour issues are dealt with in line with school policy. • Report any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately • Ensure that the examination room is clear and tidied for the next session and that equipment is fully stocked • Safeguard and promote the welfare of children
Reading	<ul style="list-style-type: none"> • Abide by JCQ and the exam board regulations as failure to do so could constitute malpractice and lead to the disqualification of a candidate • A reader must read the exam paper or assessment materials accurately to the candidate • A reader may only read the instructions of the question paper(s) and questions and must not explain or clarify questions • A reader may repeat the instructions of the question paper or questions but only if the candidate requests the reader to do so • Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text • A reader must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate • A reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered • A reader must comply with JCQ regulations regarding any decoding of symbols and unit abbreviations • A reader may read back, when requested, what the candidate has written • A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given
Scribing	<ul style="list-style-type: none"> • Abide by JCQ and the exam board regulations as failure to do so could constitute malpractice and lead to the disqualification of a candidate • A scribe must write accurately, and at a reasonable speed, what the exam candidate has said • A scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper • A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate • A scribe must write a correction if requested to do so by the candidate • A scribe must immediately refer any problems in communication during the examination to the invigilator • A scribe must not give factual help to the candidate or indicate when the answer is complete • A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered • A scribe may at the candidate's request, read back what has been recorded

General	<ul style="list-style-type: none"> • Be aware of and comply with JCQ and the exam board regulations • Attend training sessions as required • Maintain regular contact with the Exams Office regarding availability • Be aware of and comply with the policies relating to child protection, confidentiality and security. • Be aware of the exam board regulations • Be aware of the School's evacuation procedure in the event of an emergency and be familiar with the emergency procedure for each examination venue.
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The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general function of premises maintenance and management. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

	Name	Signature	Date
Job Description agreed by: HR Manager			
Job Description agreed by the post holder:			