

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Exam Invigilator	<b>Location</b>	The Hart School, Rugeley, Staffordshire
<b>Salary</b>	Grade 2, £12.85 per hour	<b>Hours</b>	Casual, during examination periods
<b>Department</b>	Examinations Team	<b>Reports To</b>	Examinations Officer

## JOB PURPOSE:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and The Hart Scholl regulations and instructions. To have a key role in upholding the integrity and security of the external examination/assessment process.

## KEY RESPONSIBILITIES AND DUTIES:

### Support to the Students

- Report to and be briefed by the Examination Officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Instruct candidates in the conduct of their exams
- Deal with candidate questions

### Supervision of Exams

- Ensure the security of all exams
- Be aware of malpractice issues surrounding all aspects of exams
- Ensure that the candidates have correct papers
- Ensure the correct identification of all candidates
- Deal with extra candidates not on the register
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read erratum notices
- Notify candidates of the start of the exam
- Record the start and finishing times of exams
- Open and distribute papers and any other authorized materials to candidates
- Ensure attendance register is completed
- Supervise candidates in a quiet and unobtrusive manner
- Respond to candidate queries in accordance with the exam regulations
- Supervise any candidates who may need to leave the room in accordance with exam regulations
- Supervise 'clash' candidates between exams
- Distribute additional paper/equipment as required
- Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss
- Ensure the efficient timekeeping is maintained
- Ensure the Schools' policy is adhered to

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- Notify candidates that the examination is finished
- Ensure exam conditions are maintained until candidates are dismissed from the room
- Collect scripts and ensure that they are never left unattended and are safely stored
- Check that nothing has been left at the desk and no graffiti has been made during the exam

## Resources

- Undertake training, update and review sessions as required (prior to invigilating any external examination in a new academic year)
- Undertake relevant online invigilator training and assessment for that academic year
- Undertake when required and where able to, other duties requested by the Examination Officer, e.g;
- Supervising clash candidates
- Facilitating access arrangements (as scribe, reader etc)
- Question paper security, including 'second pair of eyes check'

## Support for the School

- Operate at all times within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
- Establish effective working relationships and be an effective role model to pupils through own personal presentation as well as personal and professional conduct.
- Have high expectations for every pupil and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Exams Officer or Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with set procedures and instruction</li> <li>• Experience in basic administration</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Experience of working in an exam or assessment environment</li> </ul>

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<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant documentation and technology</li> <li>• Committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the education system</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to children and adults</li> <li>• Good organising, planning and prioritising skills</li> <li>• Methodical with a good attention to detail</li> <li>• Customer focused</li> <li>• Has a friendly yet professional and respectful approach</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service</li> <li>• Demonstrates a 'can do' attitude</li> <li>• Committed to the provision and improvement of quality service</li> <li>• Is adaptable and embraces change</li> <li>• Acts with pace and urgency, being energetic, enthusiastic and decisive</li> <li>• Communicates effectively</li> <li>• Learns from experiences and challenges</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**