

## **JOB DESCRIPTION**

**Job Title:** Exam Invigilator

**Grade:** 2

**Salary:** SCP 7 – SCP 10

**Conditions of Service:** Support Staff Contract of Employment

**Responsible to:** Principal

### **Statement of Purpose**

To work under the direction and instruction of senior staff to provide specific support to the school in the monitoring of external examinations

### **Organisation**

- Prepare the Examination Hall by ensuring that the room meets examination requirements i.e. centre number and clock clearly visible to all.
- Arrange for candidates to get into the exam hall in an appropriate manner.
- Contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher.

### **Supervision of Examinations**

- Ensure that the candidates have correct papers.
- Ensure the correct identification of all candidates.
- Deal with extras 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 authorised materials to candidates.
- Ensure attendance register is completed.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates 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 school policy is adhered to.
- Notify candidates that the examination is finished.
- Ensure exam conditions are maintained until candidates are dismissed from 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

- Ensure that scripts are never left unattended and are safely delivered to the exams officer.
- At the exam officer's discretion, ensure that there are no missing scripts.

## Health and Safety

The post-holder will be expected to observe safe working practices in carrying out the required duties.

## Professional Responsibilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The post holder is required to be an ambassador for Shaw Education Trust and display high levels of high professionalism, confidentiality and integrity.

## Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## Note

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Good numeracy and literacy skills.</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Good understanding and ability to use relevant documentation/ technology.</li> <li>Ability to work constructively as part of a team.</li> <li>Ability to relate well to children and to adults.</li> <li>Good organising, planning and prioritising skills.</li> <li>Methodical with a good attention to detail.</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>Can demonstrate active listening skills.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders.</li> <li>Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Is enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> <li>Is 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, open to ideas and developing new skills.</li> </ul>	APP / I

### MEASURED BY KEY:

APP = Application form      ASS = Assessment activities      I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**08/11/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.