**Minsthorpe Community College**

**Job & Person Specification**

**Post Title:** Examination Invigilator

**Grade:** G4 – Point 5 (£10.01 per hour)

**Hours:** Casual as Required

**Reporting to:** Examinations Officer

**Overall Purpose of Post:**

Provide routine invigilating duties and general administrative support for the examinations function and the school. Act as a reader/writer/or any other specialist support requirement for candidates needing access arrangements.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

* Responsibility to provide a safe environment in which children can learn and develop.
* To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

**Employment checks required of this post:**

* Proof of eligibility to work in the UK
* Proof of relevant qualifications (original certificates)
* Two satisfactory references
* DBS Enhanced Disclosure check
* A Prohibition Order check
* A medical assessment prior to commencement of employment.

**Key accountabilities, duties and responsibilities:**

* To ensure a calm environment to give the candidates the best possible exam experience.
* To set up the examination rooms as determined by the Examinations Officer.
* To be aware of any needs that candidates may have during an examination.
* To ensure that no inappropriate/banned items are brought into an examination room.
* To ensure that candidates follow regulations of an exam room and to be vigilant at all times.
* Ensure all candidates are aware of the information and of any notice that may affect them.
* To ensure all candidates are seated according to the seating plan provided.
* To ensure all candidates receive appropriate exam question papers and answer papers.
* To record attendance on the appropriate attendance register.
* To ensure that there is no talking or disruption for the candidates once an exam has begun.
* To ensure answer scripts are collected, and supervised as required, passing them safely to the Examinations Officer for dispatch.
* To maintain security and confidentiality at all times.
* To highlight any concerns or issues to the Cover and Exams Manager.

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

**Person Specification:**

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| **Criteria** |  | **Essential/Desirable** |
| **Education, Training and Qualifications** | Induction/basic skills Level 2 Numeracy/Literacy skills or willingness to work toward thisSupport Work in Schools (SWiS)Level 2 | EED |
| **Skills and Knowledge** | Good Numeracy/ Literacy SkillsGood understanding of invigilating dutiesICT skills Ability to lead and oversee exams in smaller venuesAbility to set up an examination room ensuring compliance with correct proceduresAbility to use appropriate equipment in support of the function e.g. photocopierAbility to relate well to children particularly students requiring access arrangementsAbility to deal with difficult situations in a calm mannerAble to organise and supervise a small team of staffAble to work effectively as part of a team, understanding school roles and responsibilities and your own position within theseAwareness of health and safety requirementsAwareness of emergency evacuation proceduresAppropriate knowledge of First Aid | EEEEEEEEEEDD |
| **Experience** | General administrative work | E |
| **Personal Attributes** | Enjoy working alongside young people and adults.Be supportive of the aims and ethos of Minsthorpe Community College. | EE |