



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Exam Invigilator (Casual)

Organisation(s): Wigmore High School

Pay Range: HC3

Contract:

Responsible to: Headteacher, Examinations Officer, or other nominated member of staff

Responsible for: None

Main Purpose of Job: To assist with the administration and smooth running of public and school examinations.

Responsibilities:

- Assist with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with procedures;
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Collecting and collating scripts at the end of the examination in accordance with strict procedures;
- Assisting with the preparation of script envelopes
- Ensure candidates leave examination venues in an orderly and quiet manner and that they do not remove equipment or stationery without authorisation;
- Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues in school as appropriate;
- Assist with the preparation of seating plans, if required;

Specific Responsibilities:

- Advising candidates, at the start of the examination, of the allotted time, examination rules and any other relevant information;
- Ensuring that candidates do not talk or attempt to distract others once inside examination venues
- Deal with queries raised by candidates during the examination and provide additional stationery if necessary;
- Supervise candidates throughout the examination and follow strict procedures in relation to candidates who behave inappropriately;
- Checking attendance during examinations, including recording details of late arrivals/early leavers and collecting scripts from early leavers;

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Dr R Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:



WIGMORE SCHOOL ACADEMY TRUST Person Specification



| Exam Invigilator | | |
|-----------------------------|---|---|
| | ESSENTIAL | DESIRABLE |
| Qualifications | <ul style="list-style-type: none"> Willingness to undertake appropriate training, as required. (AF, I) | <ul style="list-style-type: none"> First Aid qualification (AF, I) |
| Experience | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> Experience of working in a school (AF, I) |
| Abilities and Skills | <ul style="list-style-type: none"> Ability to administer and follow strict instructions and procedures. (AF, I) The ability to explain clearly examination procedure and rules to candidates. (AF, I) Accuracy and attention to detail. (AF, I) Observant in relation to the actions of candidates. (AF, I) Ability to relate well to pupils and other staff. Well organised. (AF, I) Ability to maintain a balance between authority and reassurance to pupils. (AF, I) | |
| Personal Attributes | <ul style="list-style-type: none"> Resilient (I, R) Reliable (I, R) Committed (I, R) Honest (I, R) Trustworthy (I, R) Dedicated (I, R) Patient (I, R) Loyal (I, R) Good sense of humour (I, R) High expectations of self and others (I, R) | |
| Other Factors | <ul style="list-style-type: none"> Good attendance record (R) Outstanding references (R) To work in support of the ethos of the school. (I) Normal levels of sight and hearing. (I) The ability and willingness to work flexibly (I) Police clearance (DBS check) | |

Evidence Key:

(AF) – Application Form

(I) – Interview

(R) – References