



**Location:** The Bolsover School, Mooracre Lane, Bolsover, Chesterfield, S44 6XA

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Point 29

**Hours of work:** Casual hours – as and when required

**Responsible to:** Operations Manager

**Post objective** - To provide support to the examination process and to support the Data & Examinations Manager with the day-to-day operation of examination venues

**Main Duties and Responsibilities:**

- To ensure that examinations are carried out formally and in accordance with regulations set by Joint Council for Qualifications (JCQ). ('Instructions for the conduct in examinations' booklet will be issued to all invigilators')
- To arrive at school at least 30 minutes prior to the scheduled examination start time. Starting times will be negotiated prior to the examination day
- To collect examinations papers and materials as requested from the Examination Officer to be taken to various examination rooms within school
- To ensure that the nominated examination room is set out suitably to receive the expected number of examination candidates.
- To ensure that notices to candidates and any other regulations are suitably displayed within and outside the examination room
- To ensure seating plans and name cards are used for all examinations. These will be prepared by the Examinations Officer or designated person prior to the examination
- To ensure that students bring only the following equipment into the examination room: Clear plastic wallet or clear pencil case Pens, pencils, rulers, eraser, pencil sharpener, calculator if required
- To ensure that only candidates officially entered for the examination are permitted to sit the examination and that attendance registers are accurately and legibly completed
- To ensure that all candidates are supplied with the requisite examination question paper(s) and material.
- To be familiar with awarding body and school regulations for the conduct of the examination. (A copy is supplied within each examination room and discussed at Induction training)

- To ensure that candidates comply with any awarding body and school regulations at all times and to formally and promptly report any breach of those regulations to the Examinations Officer
- To maintain the security of examination papers and/or candidate scripts before, between and following the examination
- To deliver completed candidate scripts and exam materials as requested to the Examinations Officer
- To comply with all directions issued by the Examination Officer. Whilst invigilating, be vigilant but not intrusive
- To quietly patrol between the desks, without disturbing students. (Soft shoes must be worn)
- To play an active role within the examination team
- To act in a professional manner at all times
- To attend training sessions as required
- Any other duties as may be reasonably allocated by the Headteacher or Examinations Officer

**Other Considerations:**

- Students are expected to enter the Hall/Examination room in silence and sit in silence. There must be no communication of any kind (e.g. talking, excessive looking around the room, whistling or tapping at any time during the examination).
- Students are continually reminded of the standards of behaviour expected of them. If any students do not conform to these standards, please refer to the Instructions for the conduct in examinations' booklet and send for the Examinations Officer or a member of the Senior Leadership Team immediately. Minor breaches of standards should be reported to the Examinations Officer and entered onto the Invigilator Log, which is available in each examination room.
- If a student finishes the examination early, they are expected to remain in the examination room until the end of the examination. They cannot leave early. They must not disturb the work of others.
- Any concerns, please contact the Examinations Officer or a member of the Senior Leadership Team via the school office.

**This post involves working closely with young people and is therefore categorised as engaging in regulated activity. An enhanced DBS will be required for this position.**



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Literacy & Numeracy at Level 2	Full Clean Driving License
<b>Qualities/Professional attributes:</b>	<p>Be enthusiastic and committed to the school</p> <p>Have the ability to adapt to change</p> <p>Have the ability to work closely with a wide range of other professionals in a supportive and constructive way</p> <p>Be able to demonstrate a record of personal time management and possess the management skills necessary to direct others</p> <p>Operate calmly and effectively within an environment which makes variable demands</p> <p>At all times operate in a professional and tactful manner, ensuring that any security requirements as required by Child Protection and Data Protection are adhered to</p> <p>Have the ability to work as a member of a team as well as independently show initiative and self-motivation</p> <p>Be aware of Health and Safety issues and implement these at all times</p>	Experience of working with young people, not necessarily in a school environment. Supervisory experience

	<p>GCSE Maths and English equivalent at Grade C or higher</p> <p>Experience of communicating with people at all levels and the ability to communicate oral instructions clearly</p> <p>Good interpersonal skills and ability to give accurate attention to detail</p> <p>Flexibility</p> <p>Good preparation and organisational skills</p> <p>Ability to work to deadlines</p> <p>Professional appearance</p>	
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