

WYMONDHAM COLLEGE JOB DESCRIPTION

EXAM INVIGILATOR

Line Managers job title:	Exams Officer
Salary:	Point 2 of the Support Staff Scale FTE £24,413 per annum Pro rata £12.65 per hour, with an additional allowance for holiday pay of £1.89 per hour
Tenure:	Bank basis
Contract type:	Bank basis
Hours per week:	Bank basis

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as an Exam Invigilator.

Exam Invigilators are responsible for the efficient conduct of public examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ).

PERSON SPECIFICATION

The professional competencies expected of an Exam Invigilator are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of an Exam Invigilator are:

- A good level of literacy and numeracy.
- Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the College and its students;
- Be able to work with minimal supervision and initiative.

JOB SPECIFICATION

General Responsibilities

The Exam Invigilators provide support to the Exams Officer and are responsible for the efficient conduct of public examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ).

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Be familiar with the regulations relating to the conduct of examinations;
- Assist with setting up exam venues, including laying out stationary and papers;
- Assist with the completion of seating plans;
- Organise students on arrival, prior to the exam, and issuing the relevant exam instructions;
- Ensure exam venues remain quiet;
- Remain vigilant during exams, without disturbing the students;
- Deal with queries raised by students appropriately, seeking advice where necessary;
- Report any discrepancy, disturbance or irregularity in procedures to the Exams Officer promptly;
- Check the attendance and record details of late arrivals and early leavers;
- Escort students from venues during exams as required and supervise students outside venues and between exams as required;
- Collect scripts at the end of the exam in accordance with procedures;
- Check and collate all scripts and ensure their safe delivery to the Exams Office;
- Supervise the departure of students at the end of the exam;
- Reading and/or Scribing for students where required (for which training will be provided).

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Bank basis – as & when agreed with your line manager
Hours per week	Bank basis – as & when agreed with your line manager
Normal working Pattern	Bank basis – as & when agreed with your line manager
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training, and in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

REMUNERATION

- Point 2 of the Support Staff Salary Scale
- FTE Salary: £24,413 per annum
- Pro rata salary: £12.65 per hour plus £1.89 per hour holiday allowance

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 21.6% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.