

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Examination Invigilator
CONTRACTED HOURS	Casual
LOCATION	Samuel Ward Academy, flexible across the Trust
GRADE / SCALE POINT – SALARY	Grade 2 SP 4
REPORTING TO	Examinations Officer

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To provide support to the examination process.

KEY TASKS & RESPONSIBILITIES

To support the Examinations Officer and teaching staff with the day-to-day operation of examination venues. This activity may include:

- a) Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- b) Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- c) Ensuring that candidates do not talk once inside examination venues;
- d) Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- e) Checking attendance during examinations;
- f) Recording details of late arrivals and early leavers and collecting scripts from early leavers;
- g) Collecting and collating scripts at the end of the examination in accordance with strict procedures;
- h) Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist Examinations Office staff with other examination processes. This activity may include:

- a) Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;

- b) Assisting with the preparation of seating plans;
- c) Delivering scripts to department and School offices;

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Specific skills and Knowledge	Effective oral/written communication skills Numeracy	An understanding of examination processes
Personal attributes	Accuracy and attention to detail Flexible approach to work Ability to relate to academic staff and students Ability to work under pressure and to tight deadlines	

Working hours will be between 8.30am and 4pm. It would normally be either an 8.30am or 12.15/12.45pm start with exams lasting between 1 and 2.5 hours.

Invigilator hours are over approximately 13 weeks a year in February, May, June & November

Invigilators are required to stand for approximately 2 hours during the exams.

There is compulsory training.