



Job Description & Person Specification

Invigilator

Grade 3, SCP 6: £13.17 per hour

Casual, Term Time only

Purpose of Post

To ensure examinations are conducted correctly according to school processes and the Joint Council for Qualifications "Instructions for Conducting Examinations" and hold a key role in upholding the integrity of the external examination / assessment process.

Reporting To

Examinations Manager

Key Tasks

- Prevent possible candidate malpractice.
- Prevent possible administrative failures.
- Ensure compliance with all mandatory and specific instructions for each exam paper and correctly communicate these to candidates prior to commencement of exam.
- Ensure examinations keep to scheduled times.
- Ensure all examinations are conducted according to school procedures, JCQ and Exam board guidelines.
- Ensure all candidates are always observed in the exam room.
- Ensure correct signage is posted inside and outside the room and ensure correct layout of the examination room.
- Always ensure security and safety of examination papers and materials - before, during and after the exam.
- Maintain integrity of examination conditions minimising where possible interruptions and distractions for candidates.
- Report malpractice incidents to the Examinations Manager and assist with writing of subsequent reports when necessary.
- Collation and packaging of examination scripts and completion of postal log.
- Supervision of students to allocated areas during emergency procedures.
- Supervision of students with timetable clashes (sometimes over the lunch period).
- Participate in appropriate training events.
- Actively promote and comply with safeguarding and child protection legislation in all areas of responsibility.
- Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards.
- Undertake other duties appropriate to the role as required.

Standard Duties

- Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
- Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.



Job Description & Person Specification

- To uphold and promote the values and ethos of the school.
- Implement and uphold all policies, procedures and codes of practice of the school.
- Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
- Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
- Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Job Description & Person Specification

Invigilator Person Specification	How identified (A/I)
Essential	
Qualifications	
Good general education	A
Communication	
Ability to receive and follow clear instructions both written and oral	A/I
Ability to convey instructions to students in a confident manner	A/I
Planning and Organisation	
Ability to produce clear and concise notes/reports/records	A/I
Personal	
Experience of working under pressure and responding quickly to changing demands	A/I
Demonstrate experience of working with confidential information where discretion is paramount	A/I
Ability to work individually and as a member of a team	A/I
Is willing to work within organisational procedures, processes and to meet required standards for the role	A/I
Ability to confidently supervise students within a contained environment	A/I
Excellent punctuality and attendance	A/I
Actively promote and comply with safeguarding and child protection legislation in all areas of responsibility	A/I
Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards	A/I
Understanding of equal opportunities and inclusion and how it applies in a school setting	A/I
Must be able to work within the ethos of the school.	A/I
Special Working Conditions	
Positive, open, and friendly attitude to service improvement and delivery	A/I
Displays commitment to the protection and safeguarding of children and young people	A/I
Desirable	
Knowledge of examination practices & procedures	A/I
Ability to evaluate, assess and contribute to improvements in current working practices	A/I
Has relevant previous experience working with children and young people, ideally in a similar environment	A/I

A: Application I: Interview

Any candidate with a disability who meets the essential criteria will be guaranteed an interview