



JOB DESCRIPTION

Job Title: Invigilator	Salary: West Berkshire Grade B (Time sheet only)
Hours: To be negotiated during examination periods	

JOB PURPOSE

To assist with all aspects of examination administration and actively participate in the planning and organisation, particularly in association with running examinations and distribution of results (if required).

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Examinations Manager

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- Proper and professional regard for the ethos, policies and practices of the school
- Understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy
- Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's protection policy is adhered to and concerns are raised in accordance with this policy.
- Promoting equality as an integral part of their role and to treat everyone with fairness and dignity.
- Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.

Job specific responsibilities and duties

- The safety and security of all examination papers and related materials from the time of receipt before and after the examination.
- Contribute to the checking and secure despatch of examination scripts and maintenance of records for each examination
- Assist with the distribution of results to both students and staff *(if required)*
- Answering and resolving first line enquiries, on all matters relating to examinations, from staff and students
- Attending courses and meetings as required
- Providing staff with information relating to examinations as required
- Working with the Examinations Manager to ensure procedures and protocols for all examinations are efficient and effective and meet the needs of the school.

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



PERSON SPECIFICATION

Invigilator

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	• Good standard of education to at least GCSE level • Previous supervisory role	• Previous examinations experience
Competence Summary (Knowledge, abilities, skills, experience)	• Exceptional administration skills • Strong verbal and written communication skills • Confidence to communicate effectively with students • English language fluency.	• Invigilation experience • Experience of the school examination process
Work-related Personal Requirements	• Well organised, proactive • Ability to work and remain calm under pressure and to deadlines • Ability to prioritise tasks • Clarity of thought and a logical structured approach • Attention to detail • Excellent interpersonal and communication skills • Able to work without direct supervision • Enthusiastic, positive approach • Flexible to work varying hours	• Car driver/owner