**JOB DESCRIPTION**

**Post title: Examinations Invigilator**

**Scale:**  **Scale 1 point 2 (£12.26 per hour)**

**Hours: Relief/Casual (as and when required)**

**Responsible to: Examinations Officer**

**MAIN DUTIES AND RESPONSIBILITY SPECIFIC TO THE POST**

Operating within the School’s procedures in accordance with the statutory guidelines, School and Education Department’s Policy and Practice. Understanding the implications of the Data Protection Act, Equality Act, Disability Discrimination Act and other legislation to ensure confidentiality of records and information is maintained.

To assist the Examinations Officer in the administration and running of exams. To be familiar with JCQs Instructions for Conducting Exams (ICE) and to uphold the integrity of the examination/assessment process.

1 Be available to work during exam periods throughout the year, and especially during May and June.

2 Assist with setting up the exam venue, display JCQ ‘Warning to Candidates’ and Unauthorised Items notices, distributing candidate cards and questions papers in accordance with the seating plan.

3 Assist candidates prior to the start of an exam to be seated correctly and silently.

4 Ensure that regulations regarding items permitted in the exam room are adhered to.

5 Read out instructions at the start and end of exams, if required.

6 Supervise candidates throughout the whole time the examination is in progress, giving complete attention to this duty at all times.

7 During the exam, attend to queries raised by candidates and report any examination irregularities, malpractice or inappropriate behaviour to the Exams Officer.

8 Supervise any candidates who may need to leave the exam room during the exam in accordance with exam regulations.

9 Maintenance of accurate records, including the attendance register and incident log.

10 Collect the completed exam scripts, question papers and formulae sheets at the end of the exam, ensuring they are kept secure until handed over to the Exams Officer.

11 Supervise students leaving the exam room at the end of the exam, maintaining silence if other candidates are still working.

12 Ensure that any loaned resources allowed during the exam are collected and returned to storage.

13 Assist with the clearing of the exam room venue and return it to its original layout in readiness for the next exam.

14 Assist the Examinations Officer/ Senior Invigilator in other areas of the administration process as required.

**PERSON SPECIFICATION**

**Examinations Invigilator**

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| **Qualifications/Training** |  |  |
| Good standard of Education/Level 2 qualifications | Essential | Application/Interview |
| Literacy and Numeracy Skills | Essential | Application |
|  |  |  |
| **Experience** |  |  |
| Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards | Essential | Interview |
| Experience of working in a school or similar establishment with young people | Desirable | Application/Interview |
|  |  |  |
| **Skills** |  |  |
| Flexible, calm and organised when approaching tasks | Essential | Interview |
| Ability to work independently and as part of a team | Essential | Interview |
| Good and effective communication | Essential | Interview/Reference |
| Precision when dealing with administrative tasks | Essential | Interview |
| Commitment to the safeguarding of students and young people | Essential | Interview |
| Understanding of relevant policies and codes of practice. | Desirable | Application |
| Sensitivity when dealing with confidential issues | Essential | Interview |
| Excellent inter-personal skills | Desirable | Application/Interview |