

### Job Description

<b>Job Title:</b>	Casual Examination Invigilator
<b>Grade/Salary:</b>	Grade 4, SCP 5 (plus enhanced holiday payment)
<b>Reporting To:</b>	Examinations Officer

#### **Job Purpose**

- To provide routine invigilating duties and general administrative support for the examinations function.
- To act as a reader/writer/or any other specialist support requirement for candidates needing access arrangements.

#### **Key Responsibilities and Accountabilities**

##### Preparation for exams

- Ensure that the room meets the requirements for the conduct of examinations;
- Obtain and/or confirm that supplies of authorised stationery and materials are available in the examination room, including the correct examination papers;
- Transport items from exam secure storage areas and back;
- Ensure at all times the safe custody of question papers and other examination material;
- Identify and comply with any specific requirements for the examination and/or the candidates involved;
- Check and confirm the health, safety and access arrangements for the examination room;
- Check that any emergency communication system is available and functioning;
- Have the examination room ready to admit candidates as the scheduled time;
- Follow the school's procedures for admitting candidates into the room and for checking the identity of the candidates;
- Ensure that no inadmissible equipment or materials are brought into the examination room;
- Confirm candidates are seated according to the seating plan;
- Supervise the setting out of exam papers and materials, ensuring candidates have the correct papers;
- Attend training sessions on an annual basis;
- Invigilators will solely supervise pupils involved in exam clashes to ensure that they have no contact with any other pupils prior to them sitting the exam.

##### Invigilation

- Register pupils entering the exam venue;
- Record and report absences promptly to the Examinations Officer;
- Manage late arrivals;
- Take responsibility for starting and timing the exam, announcing warnings where appropriate;
- Ensure that all rules and regulations to the conduct of examinations are strictly applied and followed;
- Issue clear and unambiguous instructions to candidates at the start of the examination;
- Complete the attendance register in accordance with the awarding body requirements;

- Follow the school's and examination board's procedures for dealing with:
  - Any queries from candidates;
  - Any disruptive behaviour or irregular conduct;
  - Candidates who want or need to leave the examination room;
  - Health, safety or security emergencies.
- Refer any issues or problems outside of your responsibility or competence to deal with to the appropriate person;
- Arrange for the collection, collation and submission of examination papers ensuring the safe custody of question papers and other examination material at all times;
- Finish and dismiss exams in an orderly manner when required to do so;
- Complete examination records in accordance with the school's and awarding body's procedures;
- Supervise on-screen testing sessions;
- Supervise oral/speaking tests.

### **Core responsibilities and duties**

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

**This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Head of School or the incumbent of the post.**

### Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
<b>Qualifications</b>				
1	Level 2 Numeracy/Literacy skills;	E	✓	✓
2	Support Work in Schools Level 2;	D	✓	✓
<b>Abilities, Skills and Knowledge</b>				
3	Good ICT Skills;	E	✓	✓
4	Ability to use appropriate equipment in support of the function;	E	✓	✓
5	Ability to lead and oversee exams in small venues;	E	✓	✓
6	Ability to set up an examination room ensuring compliance with correct procedures;	E	✓	✓
7	Ability to relate well to children particularly pupils requiring access arrangements;	E	✓	✓
8	Ability to deal with difficult situations in a calm manner;	E	✓	✓
9	Able to organise and supervise a small team of staff;	E	✓	✓
10	Able to work effectively as part of a team, understanding school roles and responsibilities and your own position within these;	E	✓	✓
<b>Personal Qualities</b>				
11.	Exceptional levels of integrity and confidentiality;	E	✓	✓
12.	Resilience and high personal standards;	E	✓	✓
13.	Willingness to work flexibly when required;	E	✓	✓
14.	High expectations for self and others.	E	✓	✓