



ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

JOB DESCRIPTION

OVERVIEW

Job Title	EXAM INVIGILATOR
Salary / Scale	Scale B point 2 - £10.60 per hour
Contract type:	Casual contract during Term Time and only during Exam periods
Purpose of the Position	To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
Key Responsibilities	To assist the Exams Officer in running of the live and mock examinations process.
Responsible to:	Exams Officer
Accountable to:	Assistant Headteacher
Responsible for:	Assisting in the running of the examinations process.

MAIN RESPONSIBILITIES

1. Main Duties

The main accountabilities of the job are:

- Set up the exam room(s) in line with JCQ guidelines and internal arrangements.
- Hand out exam papers ensuring each student has the right paper.
- Use seating plan to tell students where to sit.
- Promptly complete attendance registers and report any students who are missing to the appropriate staff.
- Observe and check that student behaviour conforms to the rules.
- Co-ordinate with colleagues to collect completed answers and exam papers.
- Count and collate papers and complete records before preparing for dispatch if necessary.
- Tidy the room and take papers to the relevant department or to Reception for external dispatch.

Knowledge, skills and experience

No previous experience or knowledge required except common sense and accuracy. It is likely to take 3 or 4 sessions before the job is learnt.

Planning, Organising and Controlling

Work is allocated in accordance with the set exam timetable by the exam officer. The work is clearly defined and must be carried out to pre-set standards. Exam board requirements can and do change, these need to be understood and followed at all times.

Communicating and Influencing Skills

The person must co-ordinate with other colleagues and respond to the person who is overall in charge (generally the Exams Officer) who may not be present after the start of the exam.

Problem solving

Clear written guidance is available via the JCQ website and in literature provided in the centre. In addition, Exams Officer will be available to deal with any unexpected issues but few problems occur.

2. Safeguarding and Health & Safety

- Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR as well as the JCQ and Exam Board guidelines.

3. Professional Development

- Participate in further training and development to improve own professional development.
- Participate in appropriate training provided by either the school or the Trust.

4. Working with Colleagues and Other Relevant Professionals

- Communicate, collaborate and work effectively with colleagues, the Head Teacher, school's senior leadership team, parents, Governors and other external agencies where appropriate.
- Develop effective professional relationships with colleagues, school's Leadership Team, central Trust team and other schools within the Trust.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

5. Personal and Professional Conduct.

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

6. Any Other Duties

The post holder will be required to safeguard and promote the welfare of students and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
No previous qualifications required. Training will be given.			

2. EXPERIENCE

	Essential	Desirable	Evidence
Ability to work and adapt as part of a team.	√		App Form
Experience working with children and/or in education.		√	App Form
Experience working in role focusing on basic admin tasks.		√	App Form

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Excellent communication skills.	√		App Form / Interview
Ability to follow written procedures.	√		App Form / Interview
Understanding of confidentiality.	√		App Form / Interview
Understanding of Safeguarding and Diversity.		√	App Form / Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Reliable and adaptable.	√		App Form / Interview
Strong interpersonal and communication skills.	√		App Form / Interview
A keen attention to detail.	√		App Form / Interview
Demonstrate ability to remain calm and work under pressure whilst prioritising effectively.	√		App Form / Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information about the School can be found at: www.st-thomasmore.org.uk or for further information of the position please email the Exams Officer at LThorpe-Kingsley@stm.beds.olicatschools.org

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.
Thank you for your interest in our Trust.

**OUR LADY
IMMACULATE**
CATHOLIC ACADEMIES TRUST



For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org