



# THOMAS BECKET CATHOLIC SCHOOL

## JOB DESCRIPTION

### OVERVIEW

<b>Name and Job Title</b>	<b>Exam Invigilator</b>
<b>Salary / Scale</b>	Scale B £23,656 fte £12.26 per hour
<b>Contract type:</b>	Casual contract for Term Time only during Exams season
<b>Purpose of the Position</b>	The purpose of Thomas Becket Catholic School is to realise its vision by being a Catholic School for Excellence. We are committed to the total development of the whole person by means of a continuing journey through learning, personal development, community and worship.
<b>Key Responsibilities</b>	To assist the Exams Manager/Admin in running of the “live” examinations process.
<b>Responsible to:</b>	Exams Manager
<b>Accountable to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Assisting in the running of the “live” examinations process

## MAIN RESPONSIBILITIES

### 1. Main Duties

#### The main accountabilities of the job are:

- Hand out exam papers ensuring each student has the right paper.
- Use seating plan to tell students where to sit
- Report any students who are missing to the office
- 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
- Tidy the room and take papers to the office

#### 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. There is no forward planning. Exam board requirements can and do change and these need to be understood and allowed for.

#### Communicating and Influencing Skills

The person must co-ordinate with other colleagues and respond to the teacher who is overall in charge but who will not be present after the start of the exam.

#### Problem solving

Clear written guidance is available and the exam officer or a teacher is available to deal with any unexpected issues. 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.
- Provide immediate First Aid to any child attending the club and liaise with the School Office Manager
- Liaise with parents or guardians who require collection from wrap around club due to illness or injury.

### 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 children and young people, 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. EXPERIENCE

	Essential	Desirable	Evidence
No previous experience in this role is required as training will be given.			

### 2. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Demonstrate ability to remain calm and work under pressure whilst prioritising effectively .	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding.	√		Interview

### 3. 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

All staff uphold the core values and Catholic ethos of the school. All appointments are subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Further information about the school can be viewed on the school website [www.thomasbecket.org.uk](http://www.thomasbecket.org.uk) or on the Trust website [www.olicatschools.org](http://www.olicatschools.org).

Please apply via <https://www.mynewterm.com>



For more information, please contact Trust HR by email at: [TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)