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Exams Invigilator

£10.98 per hour (plus accumulated holiday pay)

Casual basis

JOB DESCRIPTION and PERSON SPECIFICATION

**RESPONSIBLE TO:** Exams Manager

**JOB PURPOSE:**

To oversee and supervise examinations and to ensure that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during an examination session.

**RESPONSIBILITIES:**

* Have full awareness of the Joint Qualification Council (JQC) Instructions for Conducting Examinations (ICE) booklet and apply all rules and regulations as stated in this booklet
* Have a full awareness of the Evacuation procedures
* Arrive 45 minutes before the examination session commences
* Assist in the setting up of the examination rooms
* Ensure candidates receive the appropriate examination question paper and answer paper
* Ensure candidates obey the regulations of an examination room as laid down in ICE
* Ensure no inappropriate items are brought into the examination room
* Ensure there is no talking or disruption for the candidates once they enter the examination room
* Keep the Senior Invigilator aware of any problems that arise:

Late candidates

Disruptive candidates

Ill or distressed candidates

Issues with the examination paper

Suspected cheating

* Assist the Senior Invigilator in ensuring all scripts are collected in candidate number order within subject examination code and that scripts match the Attendance Register
* Assist with the return of all examination materials to the examination storage area
* Assist the Senior Invigilator in any other ways as requested
* Perform any other duties which are required in the role of Exams Invigilator

**GENERAL INFORMATION:**

* All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
* Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
* Post holders must at all times carry out their responsibilities with due regard to the Academy’s policy, organisation and arrangements for Health and Safety at Work

**CONTEXT:**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

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| ***The post holder will be required to safeguard and promote***  ***the welfare of children and young people*** |

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the time of appointment only and may be reviewed in negotiation with the employee in the future.*

**PERSON SPECIFICATION**

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

**A: Application Form B: Interview C: References**

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| **CRITERIA** | **Requirement** | **Assessment** |
|  |  |  |
| **Qualifications** |  |  |
| 5 GCSEs (A\* to C) including English and Maths or equivalent Level 2 | Desirable | A |
| **Experience** |  |  |
| Experience of working in an educational environment | Desirable | A |
| Experience of working in an exams invigilation role | Desirable | A |
| **Skills** |  |  |
| Able to communicate effectively and relate well with staff and students | Essential | A B C |
| Able to work constructively as part of a team, understanding roles and responsibilities, and one’s own position within the team | Essential | A B C |
| Able to implement the Academy’s Safeguarding, Equal Opportunities and Behaviour Management policies | Essential | B |
| **Personal Characteristics** |  |  |
| Calm under pressure | Essential | B |
| Supportive, patient and non-judgmental | Essential | B |
| Desire to respond to the needs of CNS with flexibility, commitment and determination | Essential | C |
| **Other Requirements** |  |  |
| Undertake the Academy’s Induction Programme | Essential | B |
| Be able to carry out all duties to a high standard | Essential | A B |