

Job Description

Job Title	Exams Invigilator	Department	Examinations Office
Reporting to	Examinations Manager	Grade	2
Hours per week	Variable hours throughout the school year with prior agreement		
Hours of Work	Ad hoc hours by agreement, on a casual claim basis, paid one month in arrears		

Main Purpose of the Job

To assist in the running of internal and external exams working under the direction of the Examinations Manager whilst adhering to the strict Joint Council for Qualifications regulations for the conduct of examinations.

Main Duties

Knowledge of and responsibility to work within the Joint Council for Qualification comprehensive regulations for examinations in order to support an annual inspection and maintain the school's accreditation as an exams centre.

Before start of exams, adhering to strict JCQ regulations

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out in line with the regulations
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates
- To resolve candidate queries

During exams, adhering to strict JCQ regulations

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To complete attendance registers and advise of any absentees



- To resolve candidate queries and refer to Exams Officer if relevant

After exams, adhering to strict JCQ regulations

- To collect exam scripts
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the exams officer

Other

- To attend mandatory training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
 - Exams-related administrative tasks

This job description is not exhaustive and the post holder may be required to undertake any other reasonable requests from the Headteacher.

Universal

- To be personally committed to a philosophy of continuous improvement in relation to whole academy policy as well as in all team roles and areas of personal responsibility.
- To participate in personal staff development and relevant training schemes.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To comply with "Rights and Responsibilities".
- To be committed to safeguarding and promoting the welfare of children and young people.
- To undertake other duties as may be required from time to time.
- To be prepared to undertake First Aid training if required.

Employee's Name:

Signed:

Date:

Line Manager's Name:

Signed:

Date:

SELECTION CRITERIA:

SPECIFICATION (Job Related)	ESSENTIAL	DESIRABLE
Education	GCSE or equivalent in English and Maths	
Knowledge		Familiarity with the Joint Council for Qualifications regulations for conducting exams.
Skills	Good interpersonal and communication skills	Willingness to use IT and learn how to use sound systems, etc
Personal Qualities	<p>Good interpersonal skills to deal with a wide variety of issues with students, teachers and staff.</p> <p>A desire to help students achieve their potential and support vulnerable and anxious students.</p> <p>Diplomatic to deal with sensitive situations.</p> <p>Responsibility for keeping both confidential exam material secure and candidates with exam clashes secure and incommunicado so that the exam security is not compromised.</p> <p>Physically fit to manage exam material across a number of locations over three sites.</p> <p>Mentally alert and agile with initiative to deal with a range of adhoc issues.</p> <p>Emotionally robust to deal with responsibility for supervising vulnerable,</p>	Experience working with children or in an exams environment.

	<p>anxious and also disruptive students.</p> <p>Assertive to resolve issues of inadequate exam room provision at the time of the exam in order not to disadvantage students.</p> <p>Willingness to learn and train on the job.</p> <p>Ability to work as part of a team.</p> <p>Punctual and reliable.</p> <p>Flexibility and adaptability.</p> <p>Ability to remain calm under pressure.</p> <p>Ability to follow strict JCQ regulations</p>	
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