



Exam Invigilator Job description and person specification

Salary: L2
Reporting to: Examinations Officer / Senior Invigilator
Conditions: Flexible Working / casual hours – Term time only
Location: Putteridge High School, Luton

Putting students first in order to remove barriers to learning is the key responsibility of all staff at Putteridge High School. The Every Child Matters approach is at the heart of our practice. We will ensure that every young person: achieves aspirational goals; can make decisions which lead to a safe and healthy lifestyle; enjoys their time at Putteridge and can make positive contributions through active involvement in their learning and in the school and wider community

Principal Responsibilities:

- Ensure the conduct of students during the examination is in accord with the school's requirements.
- Safeguard the health, safety and welfare of pupils in the examinations room.
- Ensure the effective use and availability of resources.
- Supervise the examinations in line with regulations and guidance of the Examination Board, e.g. times, materials allowed, SEN pupil requirements etc.
- Follow procedures agreed with the school on the security of the process taking advice as necessary.
- Complete attendance registers and /or seating plans as required.
- Complete reports on incidents of misconduct as required.

Dimensions:

Supervisory Management: None
Financial Resources: None
Physical Resources: Possibility of Laptop computers and/or other aids/equipment for SEN pupils
Other: None

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.
- All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The Chiltern Learning Trust is committed to its schools working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across schools within the Trust by agreement with the Head Teacher.

Safeguarding Children

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application 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, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

CVs will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience				
Skills/Abilities	Able to give clear and concise guidance.	1,2		
	Able to use initiative.	1,2		
	Able to exercise good judgement.	1,2		
	Basic literacy and numeracy skills.	1,2,3,4		
	Able to follow guidelines, and procedures.	1,2		
	Able to address health, safety or welfare issues.	1,2		
	Able to work effectively as part of a team.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Equality Issues	Able to identify and act on discrimination.	1,2		
Competencies	Able to form appropriate relationships with young people	1,2		
	Appropriate attitudes to use of authority and maintaining discipline	1,2		
Education and Training				
Other Requirements				

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct



Putteridge High School

School Examination Invigilator – Additional Information to be read in conjunction with the Job Description.

The job requires casual work on an hourly basis at various times of the year – particularly at the end of November / beginning of December, March, the middle of May and all of June.

Duties will include:-

Responsibility, as a member of a team, for the supervision of students sitting both internal and external examinations. Conducting this supervision in accordance with regulations set down by the examination boards. Any queries or problems will be referred to the senior invigilator.

Maintaining a constant, unobtrusive patrol in the Examination Hall.

Undertaking the completion of attendance registers and / or seating plans if required by the senior invigilator. Completion of reports on incidences of misconduct if required by the senior invigilator.

Assistance with the setting up of examinations prior to the arrival of candidates. Distribution of stationery, question papers and other materials under the supervision of the senior invigilator. Assistance with the supervision of candidates awaiting entry into the Examination Hall.

Assistance with the supervision of students as they are admitted into the Examination Hall, find their seats and settle themselves, referring any queries to the senior invigilator.

Assistance with clearing up at the end of the examination – collection of scripts, question papers or other materials. Transportation of materials, as directed by the senior invigilator, to secure storage in preparation for dispatch.

Carrying out any reasonable request by the senior invigilator which will ensure the smooth running of the examination.

Awareness of Health and Safety issues, and particularly fire evacuation procedures, as they apply to examinations.