

Dear Candidate

Casual Exam Invigilator

I am delighted that you are interested in applying for the role of Casual Exam Invigilator at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive school who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and we are committed to enabling all students to flourish academically and develop into exceptional young people.

Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities.

I look forward to reading your application.

Yours faithfully

Heather Lilley

Job Title	Exam Invigilator
Responsible to:	Examinations Officer
Grade:	B, £11.79 per hour

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the Trust. In all its activities the Trust follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post-holder will:

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist examinations staff with their examinations processes. This activity may include:

- reading for students with special needs
- scribing for students with special needs.

Be responsible for promoting and safeguarding the welfare of young people s/he is responsible for or comes into contact with.

General:

1. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
3. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility

The contents of this job description are known to and have been discussed as appropriate with the member of staff in question.

Signed:Date

Signed: PrincipalDate

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Good numeracy and literacy skills	E	✓	✓
Willing to undertake personal development through training and other learning activities	D	✓	✓
Experience:			
Experience of working in a school or similar environment	D	✓	
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with	D	✓	✓
Knowledge, Skills and Abilities:			
Ability to follow instructions but to use common sense and initiative when required	E	✓	✓
Accuracy and attention to detail	E	✓	✓
Good timekeeping	E	✓	
Able to relate to academic staff and students	E	✓	✓
Ability to work under pressure whilst remaining calm	E	✓	✓
Discrete and able to maintain confidentiality of information	E	✓	✓
Ability to work as part of a team or alone if necessary	E	✓	✓
Effective oral/written communication skills	E	✓	✓
To be able to work efficiently under pressure	E	✓	✓
To be flexible and pro-active towards changes in day-to-day working arrangements. Availability during the day	E	✓	✓
To convey a friendly and approachable outlook to others	E		✓
Ability to move around a large school site, to carry materials to and from examinations and to stand for long periods of time	E	✓	✓
Demonstrate good computer skills to control and conduct online assessments (training available)	D	✓	

WeST Value-Based Endeavours

E/D – Essential or Desirable I – interview or other selection activity

	E/D		I
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
Integrity:			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
Building and securing value from relationships, developing self and others to achieve positive outcomes	X		X