

EXAMINATION INVIGILATOR

RESPONSIBLE TO: Data Manager

CONDITIONS: Casual Hours

GRADE: L2

PURPOSE OF POST:

To ensure, under the direction of the Data Manager, the smooth running and proper conduct of exams in accordance with the guidelines of each exam board, in addition to Linslade Schools policies and procedures.

ORGANISATION CHART: Headteacher / Data Manager

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Examination Invigilator

DUTIES & RESPONSIBILITIES

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Chiltern Academy's regulations and instructions.
2. Follow procedures agreed with the school on the security of the process, taking advice as necessary.
3. Safeguard the health, safety and welfare of pupils in the examination room.
4. Ensure the effective use and availability of resources.
5. Supervise the examination in accord with the laid down regulations and guidance of the Examinations Board, e.g. times, materials allowed, SEN pupil requirements, etc.
6. Complete attendance registers and/or seating plans as required.
7. Undertake training, update and review sessions as required.
8. 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

Physical Effort: N/A

Work Environment: N/A

CONTEXT:

Invigilators have the prime responsibility for the smooth and effective conduct of examinations and to ensure that all exams are conducted in line with the Regulations of the Joint Council for Qualifications. The ratio of invigilator to pupils is likely to be 1:25.

Invigilators will need to exude confidence and authority, be suitably dressed and conduct themselves in a manner appropriate to an examination environment.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also, any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'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 EXAMINATION INVIGILATOR

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

Essential (E): - without which candidate would be rejected Desirability (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential How Desirable Measured	How Measured
Experience	Some experience in a general office environment. 1, 2 Some work experience in a school environment.	1, 2

Skills/ Abilities	Ability to follow and work within procedures and guidelines.	1,2
	Ability to give clear and concise guidance.	1,2
	Ability to use initiative.	1,2
	Ability to address health, safety or welfare issues.	1,2
	Ability to work effectively as part of a team.	1,2
	Ability to deal helpfully with colleagues, parents, pupils and senior management.	1,2
	Ability to check information and maintain accurate records.	1,2
Ability to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly.	1,2	

Competencies	Ability to form appropriate relationships with young people	1,2
	Ability to demonstrate emotional resilience in working with challenging behaviors	1,2
	Appropriate attitudes to use of authority and maintaining discipline	1,2
Equality Issues	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	1,2
Specialist Knowledge	IT literate with a good working knowledge of Excel, Word and use of the internet	1,2
Education and Training	Willingness to undertake invigilation training	1,2
Other Requirements	Demonstrate responsibility for promoting and safeguarding the welfare of children and young persons.	1,2
	Willingness to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2

1 = Application Form	2 = Interview	3 = Test
4 = Proof of Qualification	5 = Practical Exercise	

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 (2018) General Data Protection Regulation (GDPR)
- (iv) Code of Conduct