

## JOB DESCRIPTION

**TITLE:** Examination Invigilator

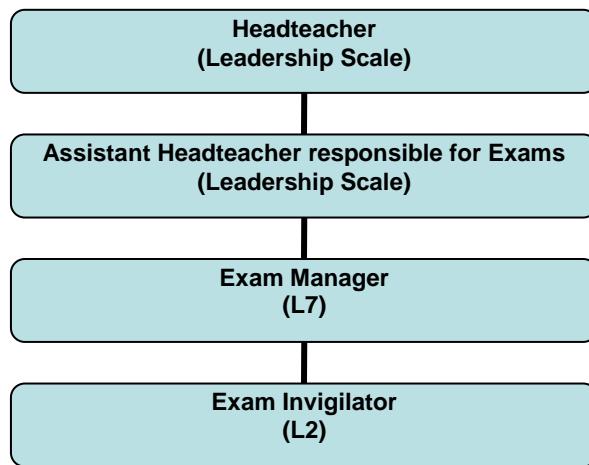
**SCHOOL:** Cardinal Newman School

**RESPONSIBLE TO:** Headteacher/Exam Manager

**GRADE:** L2

**HOURS:** Casual

### ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:	<u>%</u>
1. Supervise the examination in accord with the laid down regulations and guidance of the Examinations Board, eg, times, materials allowed, SEN pupil requirements, etc.	40
2. Ensure the conduct of pupils during the examination is in accord with the school's requirements.	20
3. Safeguard the health, safety and welfare of pupils in the examination room.	10
4. Ensure the effective use and availability of resources.	10
5. Follow procedures agreed with the school on the security of the process, taking advice as necessary.	10
6. Complete attendance registers and/or seating plans as required.	5
7. Complete reports on incidents of misconduct as required.	5

**DIMENSIONS:**

**Supervisory Management:** N/A

**Financial Resources:** N/A

**Physical Resources:** N/A

**Other:**

Physical Effort:

Working Environment:

**CONTEXT:**

Invigilators have the prime responsibility for the smooth and effective conduct of examinations. The ratio of invigilator to pupils is likely to be 1:30. Invigilators will need to exude a confidence and authority, be suitably dressed and conduct themselves in a manner appropriate to an examination environment.

All support 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 Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

**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 Authority. 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.**

**This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.**

*'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 & Barring Service.'*

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

## Examination Invigilator - Person Specification

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

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in a general office environment.	1,2	Some work experience in a school environment.	1,2
Skills/Abilities	Able to follow and work within procedures and guidelines. Able to give clear and concise guidance. Able to use initiative. Able to address health, safety or welfare issues. Able to work effectively as a team. Able to deal helpfully with colleagues, parents, pupils and senior management. Able to check information and maintain accurate records.	1,2 1,2 1,2 1,2 1,2 1,2 1,2		
Competencies	Able to demonstrate: Appropriate motivation to work with young people Ability to form appropriate relationships with young people Emotional resilience in working with challenging behaviours Appropriate attitudes to use of authority and maintaining Discipline.	1,2 1,2 1,2 1,2		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities	1,2		
Specialist Knowledge			IT literate with a good working knowledge of Excel, Word and use of the Internet.	1,2
Education and Training	Literacy and Numeracy qualification	1,2,4	A demonstrable willingness to undertake further training.	1,2
Other Requirements	Willing 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 Luton Borough Council's 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)

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.

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