



## **Job description**

**Job title:** Casual Examinations Invigilator

**Pay Scale:** Grade 4

**Hours:** Casual

**Role type:** Casual

**Immediate line manager:** Exams Officer

**Job Purpose:** To ensure that examinations are carried out in accordance with the appropriate Board's regulations and providing students with an environment conducive to sitting a public examination.

**Responsible for staff:** None.

### **Key Duties and Responsibilities:**

To ensure that the examination room meets the Board's requirements;

- To ensure candidates enter the room in the appropriate manner;
- To distribute examination papers and answer books on individual desks and ensure that candidates have their correct papers;
- To ensure the correct identification of all candidates and deal with extra candidates not on the register appropriately;
- To notify candidates of the examination conditions and any erratum notices;
- To record the start and finishing times of exams and to notify candidates of the start of the examination;
- To ensure late candidates are briefed, seated and allowed to partake in the examination with minimum fuss;
- To supervise candidates in a quiet and unobtrusive manner;
- To respond to candidates' queries in accordance with examination regulations;
- To distribute additional paper and equipment as required;
- To ensure that efficient timekeeping is maintained and to notify candidates when the examination has finished;
- To ensure examination conditions are maintained until all candidates have been dismissed from the room.
- Show commitment to the safeguarding of children and young people Health and Safety:
  - Co-operate with health and safety requirements.

- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any “Near-Misses”.
- Be familiar with the emergency action plans for fire

### **Standards and Quality Assurance**

- Promote and model good relationships with pupils and colleagues.
- Set a good example in terms of punctuality and attendance.
- Participate in training.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **Additional duties:**

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The Cooper School and Acer Trust are committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education including GCSEs Maths and English at Grade 4 (C) and above (or equivalent qualification)</li> </ul>	
<b>Relevant experience and knowledge</b>		<ul style="list-style-type: none"> <li>• Previous experience of working in a school environment would be beneficial, but not essential.</li> <li>• •Previous experience of working as an Exam invigilator</li> <li>• Knowledge of Health and Safety legislation as it relates to the work of a school</li> </ul>
<b>Relevant skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills Effective written and oral skills</li> <li>• Good communication skills</li> <li>• Good IT skills</li> <li>• Accuracy and attention to detail Able to use own initiative</li> <li>• Able to undertake work on a casual basis</li> <li>• To be reliable and punctual</li> <li>• To have a polite, friendly and flexible approach to work. To keep calm and maintain an air of authority.</li> </ul>	
<b>Other personal qualities</b>	<p>The ability to:</p> <ul style="list-style-type: none"> <li>• Communicate with candidates and members of staff clearly and accurately</li> <li>• Able to work to predetermined instructions</li> <li>• Able to work as part of a team or alone as necessary</li> <li>• Keep calm under pressure or during unexpected circumstances,</li> <li>• The ability to judge when a decision is not theirs to make</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be firm but fair at all times.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• An awareness of responsibilities for health and safety of themselves and others</li> <li>• Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment</li> <li>• A commitment to safeguarding children</li> </ul>	