



## ST MARY'S COLLEGE

### JOB DESCRIPTION & PERSON SPECIFICATION

**SECTION:** Exams **GRADE:** 4 (SCP 5 - 7)

**JOB TITLE:** Casual Invigilator **DATE PREPARED:** January 2014

**JOB HOLDER:** **REPORTING TO:** Exams Officer

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

**PURPOSE:** To invigilate internal and external examinations to ensure the smooth running of examinations and to follow the JCQ guidelines and regulations for the integrity and security of examination papers and procedures. To provide support to students, the lead invigilator and the Exams Officer.

#### PRINCIPAL ACCOUNTABILITIES:

*Please note decision making must be included within the Principal Accountabilities*

1.	To promote and safeguard the welfare of students.
2.	To ensure the conduct of the examination takes place within the guidelines set down by JCQ. Invigilators will be provided with a copy of the JCQ regulations and must read and understand the sections relating to invigilator responsibilities, as instructed by the Exams Officer.
3.	To remain vigilant and alert to ensure students behaviour is appropriate and in particular to prevent students from talking or communicating during the exam.
4.	To assist the lead invigilator in an examination venue. This will include working to the instructions given by the lead invigilator or exams office to ensure the examinations room and procedures during the examination comply with the JCQ regulations.
4.	To distribute and collect exam papers in the correct order and, when required, to complete the attendance registers and assist in the completion process of the exams delivery in accordance with instructions from the Exams Officer.
5.	To assist in the setting up of exam venues in accordance with the JCQ regulations and instructions from the Lead Invigilator or Exams Officer.

6.	Ensure students enter and leave the exam venue in an orderly manner, and students are seated in accordance with the seating plan. Ensure clothing and bags not permitted are left in the designated area.
7.	Enforce the prohibition of electronic equipment, e.g. mobile phones in the exam venue, and the collection of any unauthorised materials or equipment, e.g. calculators if not permitted.
8.	To maintain the security and confidentiality of the examination process.
9.	To report any concerns regarding the exam process and conduct of students or other adults in the exam venue to the Exams Officer.
10.	To be aware of and support the needs of students including any special needs students under instruction from the Lead invigilator or Exams Officer.
11.	To read and follow the Code of Conduct and Dress Code provided to exam invigilators.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Mary's College, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's H&S policy

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the School are met. .

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

None

**2. Responsibility for Customers/Clients:**

Staff

Students

**3. Responsibility for Budgets:**

None

**4. Responsibility for Physical Resources:**

Exam papers

Exam resources

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Within Service Area/Section:**

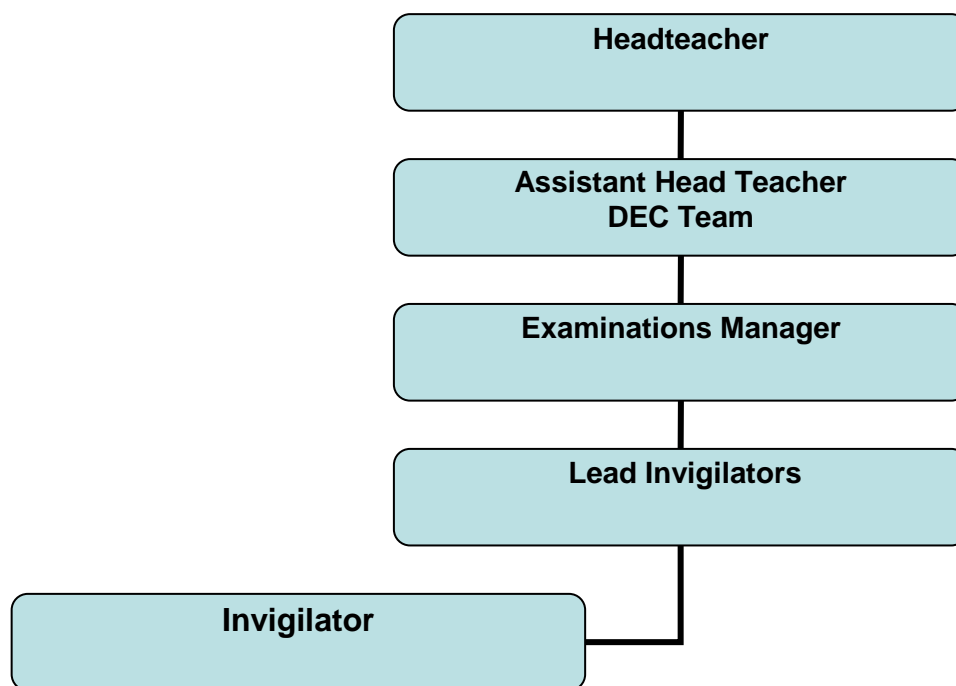
Staff; Exams team

**2. With Any Other Areas**

Staff working in other areas of the school.

**3. With External Bodies to the School: None**

## ORGANISATION CHART:



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓				N/A	
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓					N/A	
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	✓						

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	<b>Qualifications:</b>			
	Good level of English and Maths	√		AF, I
2.	<b>Relevant Experience:</b>			
	Experience working with families and young people		√	AF, I
	Experience working in a school		√	AF, I
	Experience working in an exam setting		√	AF, I
3.	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people	√		I, R
	Ability to form and maintain appropriate relationships and personal boundaries with students	√		I, R
	Ability to understand and become familiar with the examination regulations and follow correct procedures relating to invigilation of exam venues.	√		I, R
4.	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		AF, I, R
	A knowledge of exam procedures / protocols		√	AF, I
	A knowledge of school policies and procedures		√	AF, I
5.	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and students	√		I, R
	<b>Written Skills</b>			
	The ability to produce written reports when necessary		√	AF, I
	The ability to communicate to staff and students as necessary		√	I, R
6.	<b>Verbal</b>			
	Must be able to articulately communicate all exam instructions clearly and accurately.	√		I, R

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	<b>Competencies:</b>			
	The competencies listed below are <b>all</b> essential requirements for working at school in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. <b>They are not required to be addressed in the candidate's application form.</b>		N/A	
	Creates, communicates and contributes to the delivery of the vision for the future of St Mary's College		N/A	
	Strives for excellence; continually looking for ways to improve your own performance and that of the school		N/A	
	Gathering and analysing information to ensure that decisions are robust and based on thorough analysis.		N/A	
	Planning and managing workloads; prioritising activities and ensuring the resources are in place to achieve a successful outcome.		N/A	
	Communicating openly and honestly; taking time to listen to the needs of others and shaping your message to best convey your position.	√		
	Building and maintaining strong working relationships to help the school deliver a better service to its students		N/A	
	Are committed to developing your own skills, knowledge and competencies and supporting others in doing the same		N/A	
8.	<b>Additional Requirements:</b>			
	None		N/A	
9.	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau (if ticked as an essential requirement).	√		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.		N/A	AF (after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF (after short listing)