



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



EXAM INVIGILATOR

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Exam Invigilator

Reporting to: Examinations Officer

Job Purpose: To ensure the fair and proper conduct of examinations according to the school and examination boards rules. Ensuring an environment is created that enables pupils to perform at their best.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

1. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures. Distribute additional paper when required and collect examination papers from the candidates at the end of the examination.
2. Supervise the candidates entry into the examination room.
3. Invigilate the examination and respond to pupil requests during the examination.
4. Ensure no unauthorised material is consulted and no inappropriate items such as mobile phones are brought in to the examination hall.
5. Escort candidates from the location during the examination, such as toilet breaks.
6. Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health and safety emergencies.
7. Communicate examination procedures and conditions to pupils clearly and oversee behaviour.
8. Apply discipline procedures where appropriate if candidates are not obeying the examination procedures or conditions.
9. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
10. Any other duties of a similar nature related to the post which may be required from time to time.
11. To carry out your duties with full regard to the Trust Equality Policy.
12. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
13. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
SKILLS & EXPERIENCE	E1	Excellent communication and listening skills	AF,R,I
	E2	Ability to respect and maintain confidentiality	AF,R,I
	E3	Working knowledge of standard computer packages	AF,R,I
	E4	Ability to prioritise and manage own workload to meet appropriate deadlines	AF,R,I
	E5	Efficient and effective organisational skills	AF,R,I
	E6	Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	AF,R,I
	E7	Ability to work independently or within a team	AF,R,I
	E8	Flexibility with regards to working hours during examination periods	AF,R,I
PERSONAL ATTRIBUTES	E9	Experience of dealing with children of a similar age	AF,R,I
	E10	Positivity and enthusiasm	AF,R,I
	E11	Friendly and approachable manner	AF,R,I
	E12	Good attendance and reliable	AF,R,I
	E13	Support the school's Catholic ethos	AF,R,I
	E14	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	AF,R,I

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
SKILLS & EXPERIENCE	D1	Experience of working in a school environment	AF,R,I
	D2	Previous experience supporting exams and pupils	AF,R,I
	D3	Ability to scribe for students	AF,R,I

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



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Thank you for your interest in our vacancy



www.bhcet.org.uk



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