

**Redland Green School**  
**Casual Exam Invigilator Job Description**



<b>Hours</b>	No fixed hours
<b>Grade / Salary</b>	£13.26 per hour plus holiday pay
<b>Contract Type</b>	Casual
<b>Line Manager</b>	Exams Officer
	<p><b>Purpose of the role:</b></p> <p>To uphold the integrity of exams in accordance with external regulations and internal codes of practice.</p> <ul style="list-style-type: none"> <li>• ensure the security of the examination before, during and after the examination</li> <li>• prevent possible candidate malpractice</li> <li>• prevent possible administrative failure</li> <li>• ensure the safety and well-being of all candidates in the examination rooms</li> </ul> <p><b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>• To attend briefing by the Exams Officer or Exams Coordinator, before the start of every exam session you are booked for</li> <li>• To help set up the examination rooms</li> <li>• To ensure all laptops or other access arrangement equipment is in place, correctly configured and ready to use</li> <li>• To ensure a calm, quiet and safe environment in the examination rooms</li> <li>• To be vigilant at all times and give your full attention to conducting the exam properly</li> <li>• To be aware of any needs of the candidate throughout the exam</li> <li>• To be aware of procedure, who to contact and means of contact in the event of an emergency</li> <li>• To ensure all candidates receive the correct examination question and answer papers</li> <li>• To ensure that all examination scripts are collected and sorted as required by the exam boards, or school, and delivered securely to the Examinations Officer</li> <li>• To ensure candidates obey the regulations of the examination room as set out in the JCQ Instructions for Conducting Examinations</li> <li>• To maintain confidentiality</li> <li>• To record attendance and report to the lead invigilator non, or late attendees</li> <li>• To record in the Incident Log, and report all incidents to the lead invigilator</li> <li>• To report immediately to the lead invigilator any suspicions of malpractice or administrative failure</li> <li>• To ensure that the correct ratio of invigilators to candidates is maintained at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist with administrative tasks as may be requested by the Examinations Officer from time to time</li> <li>• To ensure that all examination resources are returned to the Examination Office and handed over to the Examination Assistant, or correctly filed, tidied, or disposed of appropriately</li> <li>• Occasionally to supervise candidates under secure exam conditions between sessions.</li> </ul> <p><b>Training:</b></p> <p>Invigilators will be required to undertake full training for this position. Scribe and Reader training will be provided as an additional option. Mandatory compliance training is required in accordance with Excalibur Academies Trust. After completing appropriate training, occasionally to scribe and/ or read for a candidate who has been granted an access arrangement under conditions stipulated in the JCQ document and in accordance with the Equality Act 2010.</p> <p><b>General Accountabilities</b></p> <ul style="list-style-type: none"> <li>A. So far as reasonably practicable, the post holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users</li> <li>B. Work in compliance with the Codes of Conduct, Regulations and policies of the School and its commitment to equal opportunities</li> <li>C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards</li> </ul> <p>Redland Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.</p>
	<p><b>Dimensions</b></p> <p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p> <p><b>Special Notes</b></p> <p><b>Training</b> No previous experience is necessary, and the successful candidates will be provided with full training for this role.</p> <p><b>Safeguarding</b> Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</p>

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Casual Exam Invigilator</b>
<b>Location:</b>	<b>Redland Green School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge &amp; experience</b>	<ul style="list-style-type: none"><li>• Numerate, and capable of checking extra time allowances</li><li>• Literate, good written and verbal communication</li><li>• Basic IT skills and knowledge</li><li>• Awareness of equal opportunities</li></ul>	<ul style="list-style-type: none"><li>• Experience looking after children and young adults</li><li>• Working in a school/education setting</li><li>• Experience of exam invigilation or similar environment</li></ul>
<b>Abilities &amp; Aptitudes</b>	<ul style="list-style-type: none"><li>• Ability to keep calm in stressful and time critical environment</li><li>• Good organisation skills</li><li>• Attention to detail</li><li>• Able to give clear and concise communications with adults and children</li><li>• Empathy with examination candidates</li><li>• Maintain focus on responsibilities during long periods of silence and inactivity</li><li>• Ability and willingness to work cooperatively as part of a team</li><li>• Able to follow guidelines, procedures and instructions</li><li>• Proficiency and clarity in spoken English is essential for additional roles as a Reader or Scribe</li></ul>	<ul style="list-style-type: none"><li>• Touch typing</li></ul>