

JOB DESCRIPTION

Job Title:	Casual Exam Invigilator
Location:	Sir Jame Smith's School
Grade/salary:	Cornwall Grade B (£12.65 per hour)
Hours:	By negotiation, to cover examination sessions throughout the year.
Reports to:	Exams Officer
Key relationships:	Examination team, pastoral team, SEN team, and senior leadership team

Job Purpose

The post holder will be a confident and reassuring presence to students whilst providing supervision within an exam room.

The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Duties and Responsibilities – Whole School

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Trust instructions
2. To play a key role in upholding the integrity of the examination/assessment process, ensuring a fair and proper examination and environment where students can perform their best.
3. To attend training, update or review sessions as required
4. To undertake, where required and where able, other duties requested by the examinations officer, for example:
 - facilitating access arrangements for candidates who require additional adjustments, for example as a reader, scribe etc. (full training will be provided)
 - Invigilating in specialist examination rooms
 - other examinations related administrative tasks

Before Exams

1. To report to and be briefed by the examinations officer prior to each exam session
2. To keep confidential examination papers and materials secure before, during and after examinations
3. To ensure examination rooms are set out according to the instructions, this may include setting out equipment, resources, and stationery in accordance with strict procedures and regulations, under the direction of the Exams Manager
4. To admit candidates into examination rooms
5. To identify, seat, and instruct candidates in the conduct of their examinations. This may include

- directing students regarding personal possessions permitted within the examination area
- 6. To distribute the correct examination papers and materials to candidates
- 7. Ensure candidates do not open or write on the papers on their desks
- 8. To deal with candidate queries
- 9. To start examinations

During Exams

- 1. To supervise and observe candidates at all times and be vigilant throughout examinations
- 2. To keep disruption in examination rooms to a minimum. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
- 3. To deal with emergencies or irregularities effectively, with oversight of the Exams Manager
- 4. To record/report any incidents, disruptions or irregularities
- 5. To complete attendance registers
- 6. To deal with candidate questions according to the regulations

After exams

- 1. To instruct candidates in finishing their examination and to collect examination scripts and examination materials
- 2. To dismiss candidates from the examination room, ensuring no unauthorised items/resources are removed from the examination
- 3. Collect up exam papers, booklets etc, following strict procedures and under guidance from the Examination Officer
- 4. To check candidates' names on scripts, match the details on the attendance register 5. To securely return all exam scripts and examination materials to the examinations officer
- 5. General tidying up after candidates have left

General

- 1. To maintain designated databases / files in accordance with Trust policies as appropriate for the role.
- 2. To be a proactive member of the team by continually seeking to improve and develop own skills, knowledge and the performance of the team and operate within and comply with the Trust's policies, procedures and values at all times
- 3. To prepare and contribute to Trust wide development by sharing best practice and professional feedback
- 4. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

Signed **Date**

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
QUALIFICATIONS:			
Good numeracy and literacy skills	E	X	X
Willing to undertake personal development through training and other learning activities	D	X	X
EXPERIENCE:			
Experience of working in a school or similar environment	D	X	X

Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Ability to follow instructions but to use common sense and initiative when required	E	X	X
Accuracy and attention to detail	E	X	X
Good timekeeping	E	X	
Able to relate to academic staff and students	E	X	X
Ability to work under pressure whilst remaining calm	E	X	X
Discrete and able to maintain confidentiality of information	E	X	X
Ability to work as part of a team or alone if necessary	E	X	X
Effective oral/written communication skills	E	X	X
To be flexible and pro-active towards changes in day-to-day working arrangements	E	X	X
To convey a friendly and approachable outlook to others	E		X
Ability to move around a large school site, to support with the movement of materials to and from examinations	E	X	X
PERSONAL CHARACTER (Qualities and Abilities)			
Is a champion for children, caring, child centred, approachable.	E	X	X
Excellent communication skills, confident and motivational public speaker.	E	X	X
Good sense of humour, resilient and flexible.	E	X	X
Creative and imaginative thinker, able to anticipate problems and find solutions.	E	X	X
Able to gain respect of students, parents, staff and governors. Has energy, enthusiasm and optimism.	E	X	X
FURTHER REQUIREMENTS:			
An awareness, understanding and commitment to the protection and safeguarding of children and young people.	D	X	X
Cares deeply about the success of every child and every member of staff.	E	X	X
Committed to continuous personal and school improvement.	E	X	X
Have high expectations of self and others and provide a role model for students and staff.	E	X	X