



JOB DESCRIPTION

TITLE:	School Examination Invigilator
DEPARTMENT:	Exams
DIVISION:	Thomas Alleyne Academy
RESPONSIBLE TO:	Examinations Officer
GRADE:	L2
PURPOSE OF POST:	To ensure the smooth running of examination process
ORGANISATION CHART:	Assistant Headteacher/Examinations Officer

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SCHOOL EXAMINATION INVIGILATOR

PRINCIPAL RESPONSIBILITIES:	%
1. Ensure the Conduct of pupils during the examination is in accord with the school's requirements.	20
2. Safeguard the health, safety and welfare of pupils in the examinations room.	10
3. Ensure the effective use and availability of resources.	10
4. Supervise the examination in accordance with the laid down regulations and guidance of the Examinations Board, e.g. times, materials allowed, SEN pupil requirements etc.	40
5. Follow procedures agreed with the school on the security of the process taking advice as necessary.	10
6. Complete attendance registers and /or seating plans as required.	5
7. Complete reports on incidents of misconduct as required.	5



DIMENSIONS:

Supervisory Management:	None
Financial Resources:	None
Physical Resources:	Possibility of Laptop computers and/or other aids/equipment for SEN pupils
Other:	None

CONTEXT:

Invigilators have the prime responsibility for the smooth and effective conduct of examinations. The ratio of invigilator to pupils is likely to be 1:30 (1:1 if SEN). Invigilators will need to exude confidence and authority, be suitably dressed and conduct themselves in a manner appropriate to an examination environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

Physical Effort: N/A
Work Environment: N/A



Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience				
Skills/Abilities	Able to give clear and concise guidance.	1,2		
	Able to use initiative.	1,2		
	Able to exercise good judgement.	1,2		
	Basic literacy and numeracy skills.	1,2,3,4		
	Able to follow guidelines, and procedures.	1,2		
	Able to address health, safety or welfare issues.	1,2		
	Able to work effectively as part of a team.	1,2 1,2,5		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English			
Competencies	Able to form appropriate relationships with young people	1,2		
	Appropriate attitudes to use of authority and maintaining discipline	1,2		



Equality Issues	Able to identify and act on discrimination.	1,2		
Specialist Knowledge	N/A			
Education and Training	N/A			
Other Requirements		1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline

'CVs will not be accepted for any posts based in schools.'