



EXAM INVIGILATOR

Sir John Deane's Sixth Form College (Northwich)

Casual Contract

Job Description & Person Specification

Job Description

Reporting to

Head of Student Services

Purpose of the role

Supporting students and staff in the administration of college examinations.

Main responsibilities

1. Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils.
2. Check identity of candidates, complete attendance registers and distribute examination papers.
3. Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
4. Assist candidates as appropriate with additional supplies of paper and stationery.
5. Monitor the efficient timing of the exam to required standards
6. Collect, check in and maintain integrity of examination papers at the end of the exam.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSEs at grades 9 to 4 (A* to C) including English and Maths		✓
Evidence of further qualifications	✓	
Experience		
Experience of working with children		✓
Successful experience in more than one education setting	✓	
Knowledge & Skills		
Good literacy and numeracy skills		✓
Good organisational skills		✓
Ability to build effective working relationships with students and adults		✓
Effective ICT skills to support students' learning, if needed		✓
Skills and expertise in understanding the needs of all students		✓
Excellent verbal communication skills & active listening skills		✓
Knowledge of guidance and requirements around safeguarding children		✓
Attributes		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓