

<b>Post Title</b>	Exam Invigilator
<b>Post Ref No.</b>	
<b>Responsible To</b>	Examinations Officer
<b>Grade</b>	Grade 4
<b>Hourly Rate</b>	£12.18 per hour
<b>Contracted Hrs.</b>	Casual; Zero hours contract
<b>Place of Work</b>	The Whitehaven Academy

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To ensure the fair and proper conduct of examinations in an environment that enables a student to perform to the best of their ability.</li> </ul>
<b>Main Duties</b>	<p><b>To support the day-to-day operation of examination venues which will include:</b></p> <ul style="list-style-type: none"> <li>Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.</li> <li>Closely follow and enforce exam procedures and regulations.</li> <li>Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.</li> <li>Ensure candidates do not talk once inside the examination venues.</li> <li>Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.</li> <li>Checking attendance during examinations.</li> <li>Record details of late arrivals and early leavers and collect scripts from early leavers.</li> <li>Ensure that candidates are aware of the start and finishing times of examinations</li> <li>Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.</li> <li>Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.</li> <li>Report any breach of examination rules to the Senior Invigilator/other responsible person immediately</li> <li>Assist candidates as appropriate with additional supplies of paper and stationery</li> <li>Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.</li> <li>Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.</li> </ul>

<b>Main Duties (Cont.....)</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role and for health and safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul> <p><b>To assist Examinations staff and Invigilators with other examination processes which may include:</b></p> <ul style="list-style-type: none"> <li>• Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues if required.</li> <li>• Assist with the preparation of the seating plans if required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Attend and participate in regular meetings/briefings.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Act in manner which displays the utmost confidentiality and respect of pupil and staff records at all times.</li> <li>• To undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the team.</li> <li>• To comply with Data Protection policies.</li> <li>• Other duties in support of the establishment as decided by the Headteacher within the scope of this post.</li> <li>•</li> </ul>

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to address health, safety or welfare issues</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Able to give clear and concise instructions and guidance.</li> <li>Able to use initiative and good judgement.</li> <li>Good literacy and numeracy skills.</li> <li>Ability to follow guidelines and procedures, and able to manage a complex process.</li> <li>Ability to work effectively as part of a team.</li> <li>Ability to identify and act on discrimination.</li> </ul>	<ul style="list-style-type: none"> <li>Able to use information technology skills for word processing, databases and spreadsheets.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>To be reliable, honest and trustworthy.</li> </ul>	

<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>Occasional attendance at meeting outside of normal hours.</li> <li>It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.</li> <li>All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment</li> </ul>
<b>SAFEGUARDING</b>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>