

JOB DESCRIPTION

Job Title:

Examination Invigilator

Location:

Charles Read Academy

Job Purpose:

To assist the exams and data officer during GCSE examination periods on the preparation and delivery of GCSE exams.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Exams and Data Officer

Salary:

NJC 2, £12.65 per hour, plus £1.52 h/p

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ To assist in the setting up of the examination room(s).
- ★ To ensure the correct candidates are in the correct place.
- ★ To maintain security and confidentiality, ensuring that they do not discuss examinations which have been held at the Academy.
- ★ To assist in the opening and distributing of examination papers.
- ★ To ensure candidates have the required stationery/equipment they need in the examination.
- ★ To ensure no inappropriate items are brought into the examination, such as mobile phones, personal stereos, revision notes or other items of stationery unless otherwise notified.
- ★ Ensure late candidates are briefed, seated and allowed to partake in the examination with minimum disruption.
- ★ To distribute additional paper/equipment as required.
- ★ To respond to any questions candidates may have during the examination but not to assist candidates in their answers.
- ★ To supervise candidates in a quiet and unobtrusive manner.
- ★ To supervise any candidates who may need to leave the room in accordance with examination regulations.
- ★ To supervise 'clash' candidates between examinations.
- ★ Ensure examination conditions are maintained until candidates are dismissed from the room.
- ★ Collect examination papers in attendance register order.
- ★ Ensure examination papers are never left unattended and are safely delivered to the Examination Officer.
- ★ Ensure everything is collected from examination desks.
- ★ Ensure examinations are conducted in accordance with the JCQ instructions booklet and Academy policies and procedures are adhered to.
- ★ To assist candidates with approved access arrangements such as a reader, scribe, prompter.

KNOWLEDGE/SKILLS/EXPERTISE

- ★ Numeracy and literacy skills
- ★ Communication skills
- ★ Inter-personal skills

Training will be provided to ensure that the postholder can:

- ★ Be familiar with the full range of Academy policies, particularly those regarding health and safety, equal opportunity issues and special educational needs.
- ★ Have the necessary skills to manage safely the physical learning space and resources for which they are responsible.
- ★ Understand and be able to use a range of strategies to deal with exam room behaviour as a whole and also individual behavioural needs.

Training sessions will be given prior to each examination series and 'end of examination series' meetings will be held. This will give invigilators the opportunity to provide feedback to the Examinations and Data Officer and discuss any areas that could be improved.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★			
★			
★			
Experience			
★ Working to strict rules and regulations	X		
★ Working with school children		X	
★			
Skills and Knowledge			
★ Accuracy and attention to detail	X		
★ Ability to relate to candidates yet maintain an air of authority	X		
★ Able to communicate with candidates and members of staff clearly and accurately	X		
★ Able to work part of a team or alone as necessary	X		
★ Able to keep calm under pressure or during unexpected circumstances	X		
Personal Qualities and Ethos			
★ Flexible approach to work	X		
★ Reliable and punctual	X		
★ Prepared to adhere to a dress code which fulfils a professional image.	X		

Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance