

JOB DESCRIPTION

General Information

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organization. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Table headings have been used which assume all the usual associated routines.

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| Purpose | The Invigilator will support the Trust by the preparation and management of all exams held on site or where appropriate off-site. The Invigilator should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils. |
| Reporting To | The CEO, with Line Management through the Trust Exams Manager. |
| To co-operate with | <p>The Governing Body, making such reports as required.</p> <p>All colleagues, both teaching and support staff LA, advisers, and the school SIP Inspection teams. Unions and other organizations representing teachers and other persons on the staff.</p> <p>Feeder and receiving schools to ensure continuity and progression in the education of each pupil.</p> <p>Persons and bodies outside the school to ensure that the school works in harmony with the community.</p> |
| Salary/Grade | £12.65 per hour |
| Disclosure | Clear DBS check |
| Based at | Schools within The White Hills Park Trust |

MAIN DUTIES

Specific Areas of responsibility and key tasks:

- Following school policies and procedures, especially those relating to child protection and health and safety.
- Respecting confidential issues linked to home/students/teacher/schoolwork and to keep confidences as appropriate.
- To work in a team of invigilators supervising pupils undertaking school and external examinations in accordance with the legal and school requirements.
- To be available to attend all in-house training set out by the Exams Officer
- To ensure that they are familiar with the 'Guidance for Invigilators' as provided by the examinations officer and the examination board.
- To ensure appropriate preparation of the exam room as required by the examination board.
- To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To distribute additional paper and/or equipment as necessary.
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute examination papers and associated materials at the beginning of the examination and to collect them at the end in the required order and format.
- To complete the attendance register for each examination at which they invigilate, together with a seating plan and report absentees as required by the school system,
- To respond to candidates' non-curricular queries in accordance with examination regulations.
- To escort and supervise any candidates who may need to leave the examination room in an emergency,
- To assist in the efficient timekeeping of the examination ensures a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
- To ensure that any minor behavior issues are dealt with in line with school policy.
- To report any breaches of the examination code of conduct to the supervising teacher/senior invigilator/examinations officer immediately.
- To ensure that any equipment lent out has been accounted for and that examination room is fully prepared for the next session.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific

Skills and Abilities

The post holder will be expected to always demonstrate the following skills and abilities during the discharge of their duties:

- Work on own initiative and demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Learn new skills and expand current skill set and to be able to pass on knowledge and

techniques to others.

- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.

Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

Invigilators should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils

The job description does not form part of the contract of employment.

Person Specification

| Attributes | Essential | Desirable | Criteria used for Assessment |
|---|------------------------------------|------------------------------|---|
| Experience Experience of working with young people. Experience of working with students in an educational environment. | | * * | A / I A / I |
| Qualifications GCSE (Grade A-C) equivalent in English and Maths | * | | A |
| Skills and Knowledge An understanding of the Examination process, including dealing with minor behaviour issues or breaches of the Exams code. Demonstrate knowledge of the work environment and issues of health and safety. Demonstrate knowledge of how schools operate and the need for discretion and confidentiality. Good interpersonal skills, able to communicate effectively both orally and in writing. The ability to motivate young people. Good organisational skills. | * * | * * * * | A / I A / I A / I A / I A / I |

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| Personal Qualities Able to work as part of a team and build relationships with staff. Be a self starter and able to set personal goals. Ability to adhere to written procedures and policies. Able to flourish under pressure and to respond positively in the face of challenges. The ability to get on well with students, to be an advocate for young people. | * * * * * | | A / R A / R A / R A / R A / R |
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A—Application

I—Interview

R—Reference