



Wheatley Park School

JOB DESCRIPTION

ADMINISTRATION & ORGANISATION - Lead Exam Invigilator (Grade 5)

Under the instruction/guidance of Exams and Assessment Manager : Provide support to the examination process

TASKS

To support the Exams & Assessment team with the day-to-day operation of examination venues. This activity may include:

- Setting-up examinations venues by laying out stationery, equipment and examination papers in accordance with JCQ instructions
- Collection and safe storage of personal property which is not permitted in the examination venue (bags, mobile phones, watches)
- Assisting candidates prior to the start of an examination by directing them to their seats and advising them about possessions permitted in examination venues
- Offering advice and guidance to any unregistered candidates without allocated seats
- Ensuring that the candidates do not talk once inside the examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with JCQ instructions
- Recording student attendance during examinations
- Recording details of late arrivals/early leavers and collecting scripts from early leavers
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- Collecting and collating scripts at the end of the examination in accordance with JCQ instructions
- Preparation of script envelopes
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner

To assist Examinations and Assessment Office staff with the other examination processes. This activity may include:

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- Assisting with the preparation of seating plans
- Delivering scripts to departmental and School offices
- Writing a statement if there has been an incident of malpractice during the examination

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This job description outlines only the minimum expectations of the post-holder and should not limit any member of staff from taking on additional responsibilities and tasks which could positively affect their own, their teams, or the school's development and improvement. The Headteacher may make additional, reasonable requests of colleagues in order to ensure the effective and efficient operation of the school.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding

Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring service (DBS) and obtain any other statutorily required clearance. A 'prohibition from teaching' check will be completed for all applicants. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



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Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Experience of working within a team and on your own initiative 	<ul style="list-style-type: none"> ● Experience of working or studying in a higher education environment.
Knowledge/ Skills	<ul style="list-style-type: none"> ● Effective oral/written communication skills ● Good numeracy/literacy skills 	<ul style="list-style-type: none"> ● An understanding of examination processes
Personal attributes	<ul style="list-style-type: none"> ● Accuracy and attention to detail ● Flexibility and ability to adapt to change ● Ability to relate to academic staff and students ● Ability to work under pressure and to tight deadlines ● Timekeeping ● Resilience and a sense of humour ● Ability to identify own training & development needs ● Participate in development and training opportunities ● To be able to maintain discretion and confidentiality of information 	<ul style="list-style-type: none"> ● Knowledge of relevant policies/codes of practice & awareness of relevant legislation ● Understanding of Child Protection and Safeguarding issues
Typical Working hours	<ul style="list-style-type: none"> ● Awarding body examinations: Morning session: 8.30am – 12.30pm maximum Afternoon session: 1.00pm – 5.00pm maximum ● Internal examinations: 8.30am – 1.00pm 	
Other	<ul style="list-style-type: none"> ● Training and Support in the role will be provided ● A positive attitude to all aspects of Equal Opportunities ● Able to project a positive image for the school 	