



Prepare | Aspire | Succeed

Signed

Name
(in capitals)

Date


Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

- Post Title:** Casual Examination Invigilator
- Grade:** Bucks Pay Point 9 Range 1 pro rata (£14.99 per hour)
- Hours:** As agreed with the Examinations Officer
- Responsible to:** Examinations Officer
- Job Purpose:** To invigilate a range of school and external examinations and implement examination procedures. To ensure the proper conduct of examination candidates and ensure the smooth running of examinations.




To be successful in this role the postholder will be required to work as a member of the school's Support Staff Team in accordance with the following duties and responsibilities:

1. Collect examination papers and materials as requested from the Examinations Officer.
2. Arrive at the nominated examination venue at least 30 minutes prior to the scheduled examination start time.
3. Ensure that the nominated examination venue is set out suitably to receive the expected number of examination candidates.
4. Ensure start and finish times for exams are displayed on the boards.
5. Ensure that notices to candidates and any other regulations are suitably displayed within and outside the examination venue.
6. Ensure that only candidates officially entered for the examination are permitted to sit and that attendance registers are accurately and legibly completed.

The Cottesloe School

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Headteacher Mr S Jones, MA

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7. Ensure that all candidates are supplied with the requisite examination question paper(s) and materials.
8. Be familiar with awarding body and school regulations for the conduct of the examination.
9. Ensure that candidates comply with any awarding body and school regulations at all times and to formally and promptly report any breach of those regulations, and discrepancy or irregularity in the progress of an examination to the Examinations Officer using an examinations report form.
10. Deal immediately with any disturbance to the exam whilst the second invigilator takes a note of the time the disturbance starts and the time it finishes so that a report can be submitted to the exam board. The Examination Officer or a member of the Senior Leadership Team should be contacted immediately.
11. Students may not leave an examination (unless escorted for exceptional reasons).
12. At the end of the examination make sure answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.
13. Exam scripts need to be collected in order, by candidate number, the Examinations Officer will advise collection procedures.
14. Maintain the security of examination papers and/or candidate scripts before, between and following the examination.
15. Admit and dismiss candidates from the examination venue in a calm, orderly and controlled way.
16. Deliver completed candidate scripts and exam materials as requested to the Examinations Officer.
17. Supervise candidates with exam clashes between examination sessions.
18. Facilitate access arrangements for candidates, eg. as a reader, scribe, etc.
19. Undertake exams-related administrative tasks as requested by the Examinations Officer.
20. Comply with all directions issued by the Examinations Officer.
21. Be vigilant but not intrusive throughout the period of the examination.
22. Act in a professional and respectful manner to students and staff at all times.
23. Attend for times and days as required by the school and as agreed in advance with the Examinations Officer.
24. Contact the Examinations Officer immediately by telephone if unavoidably unable to attend for work already rostered in order that alternative arrangements can be made.
25. Attend training sessions relevant to the satisfactory performance of the job as required.
26. Be committed to playing a full part as a member of a team.
27. Undertake such other duties/responsibilities as may from time to time be reasonably required.

PERSON SPECIFICATION

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

	Essential	Desirable	How Measured
QUALIFICATIONS:			
Good numeracy and literacy skills.	✓		1, 4
SKILLS AND COMPETENCIES:			
Able to work well with young people and communicate effectively with accurate spoken and written English	✓		1, 2, 3
Good understanding and ability to use relevant documentation/technology	✓		1, 2, 3
Able to work constructively as part of a team	✓		1, 2, 3
Experience of working and communicating effectively with secondary school age young people		✓	1, 2, 3
Good organisational and prioritising skills	✓		1, 2, 3
Methodical with a good attention to detail	✓		1, 2, 3
Able to work flexible hours and days as required by the school	✓		1, 2, 3
Able to work in school regularly in order to maintain DBS Clearance	✓		1, 2, 3
Professional appearance and conduct, calm and reassuring presence in exam venue	✓		1, 2, 3
Tactful and diplomatic when dealing with sensitive situations	✓		1, 2, 3

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of children and young people. This role involves contact with children and all employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.