

JOB DESCRIPTION

Post Title	Examination Invigilator
Salary Scale / Grade	SCP2
Hours / Weeks per year	Casual
Responsible to	Senior Examination Invigilator / Exams Officer

Purpose:

To support the effective and efficient invigilation of all internal and external examinations.

Key Accountabilities:

In conjunction with the Examinations Officer and the Senior Invigilator, the post holder will have responsibility, authority and accountability for:

Internal and external exam invigilation:

- Support the coordination of the efficient preparation of and organisation for external and internal examinations according to the regulations issued by the awarding bodies and in accordance with school procedures.
- Support the effective resourcing including equipment and stationery as and when required.
- To be responsible for ensuring that external examinations are conducted according to the regulations issued by the awarding bodies.
- To assist the examinations officer and/or Senior Invigilator with the arrival, organisation, collation, distribution, return and despatch of examination papers including registering and reporting.
- To supervise, monitor, respond and manage the behaviour of students sitting external and internal examinations, reporting back to the Examinations Officer and/or Senior Invigilator using the schools referral procedures as appropriate.
- To participate in relevant training and the school's performance management programme as and when required.
- Support the arrangements made for students with special education needs.

Additional duties:

- To perform any other duties as reasonably requested by the Examinations Officer or the Senior Invigilator.
- To keep professionally up to date with developments nationally and locally which may impact the immediate and future examination process.
- To support the Examinations Officer and Senior Invigilator in ensuring that all practices within the school are held in accordance with best practice and national guidelines.

Other Responsibilities:

- To follow and support the Federation policies reflecting the Federation's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs at 4 / C or above in English and Mathematics or equivalent		✓	A
First Aid Certificate		✓	A
EXPERIENCE			
Experience of working in an educational environment		✓	A, I
Experience of working with children/young adults		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Knowledge of examination boards		✓	A, I
Familiarity with JCQ regulations		✓	A, I
SKILLS AND ABILITIES			
Ability to maintain strict confidentiality in all matters	✓		A, I
Ability to communicate, effectively, both verbally and in writing	✓		A
Ability to be flexible and be able to respond to situations in a calm and reassuring manner	✓		A, I
Good interpersonal skills	✓		A, I
Ability to understand issues affecting pupils with challenging behaviours		✓	A, I
PERSONAL QUALITIES AND ATTITUDES			
Enthusiasm and strong motivation	✓		A, I
Commitment to equal opportunities and inclusion	✓		A, I
Ability to use initiative and common sense	✓		A, I
Good team player	✓		A, I