**EAST SUSSEX COUNTY COUNCIL**

Job Description

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| **DEPARTMENT**: | Schools |
| **LOCATION:** | Countywide |
| **JOB TITLE:** | SeniorExaminations Invigilator  |
| **GRADE:** | East Sussex Single Status Grade 4Plus a market supplement |
| **RESPONSIBLE TO:** | Examinations Officer/Headteacher |
| **MAIN PURPOSE OF THE JOB:** | To lead the team of invigilators in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. |

**KEY TASKS**

1. In the absence of the examinations officer, to liaise with the caretaker to ensure the room is set out appropriately
2. To ensure that the examination room meets JCQ requirements by checking, prior to the arrival of the candidates, that:
	* there are enough invigilators present
	* heating, lighting, ventilation and levels of extraneous noise are acceptable
	* no display materials that might be helpful to candidates are visible
	* the centre number and a reliable clock of readable size are visible to each candidate
	* the *Warning to Candidates* is displayed both inside and outside the examination room
	* the *Notice to Candidates* is displayed in a public place outside the examination room
	* the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
3. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
4. To ensure correct identification of all candidates
5. To take all reasonable steps to ensure that:
	* the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
	* candidates take into the examination room only those articles, instruments or materials which are expressly permitted
	* candidates have all the necessary material to enable them to complete the examination

5 To ensure late candidates are briefed, seated and allowed to partake in

 the exam with minimum fuss

6 To open the packet of examination papers and issue the papers to

 candidates

7 To give clear instructions to candidates about the conduct of the

 examination to ensure that they fully understand what they are required to

 do.

8 To supervise the candidates throughout the whole time the examination is

 in progress, and give complete attention at all times to this duty

9 To contact a teacher in the subject area when candidates raise a

 concern or problem with the paper that requires the professional

 judgement of a teacher.

10 To complete the Attendance Register during the examination, in

 accordance with the instructions of the Awarding Body

11 To know the actions to be taken in the event of an emergency such as a

 fire alarm or bomb alert

12 At the end of the examination, to collect all scripts and ensure that

 candidates have used their correct Centre and candidate numbers, and

 that no scripts are missing.

13 After collation, to ensure the scripts are never left unattended and are

 handed to the person responsible for despatching the scripts to

 Examiners.

14 To collect all unused stationery in the examination room and return it to

 the Examinations Officer.

1. To ensure that the room is left in a tidy condition
2. To carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL

**Person Specification**

**Post Title:** **Senior Examinations Invigilator**

**Location: Countywide**

## **Grade: Single Status 4**

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| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/****Source of Information** |
| **Key Skills & Abilities** | * Ability to lead a team of invigilators
* Ability to demonstrate accuracy and attention to detail
* Ability to relate to candidates yet maintain an air of authority
* Ability to communicate with candidates and members of staff clearly and accurately
* Able to converse at ease with customer and provide advice in accurate spoken English
* Ability to work as part of a team or alone as necessary
* Ability to demonstrate effective oral and written communication skills
* Ability to act on own initiative, dealing with any unexpected problems that arise
 |  | * Application/Interview
 |
| **Education &****Qualifications** |  |  | * Application/Interview
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| **Knowledge** | * A sound knowledge of the ‘Instructions for the Conduct of Examinations’ produced annually by the JCQ (Joint Council for Qualifications).
* A sound knowledge of the roles of the JCQ and Awarding Bodies
* A sound knowledge of the school’s examination policy and procedures
 |  | * Application/Interview
 |
| **Experience** |  | * Previous experience of invigilating examinations in a school environment
 | * Application/Interview
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| **Personal Attributes** | * Ability to demonstrate a flexible approach to work
* Ability to offer reliability and punctuality
* Ability to keep calm under pressure or during unexpected circumstances
* Ability to demonstrate common sense and initiative
* Ability to be firm but fair at all times
* Willingness to participate in in-house training for the role
* Willingness to maintain confidentiality on all school matters
 |  | * Application/Interview
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| **Date (drawn up): November 2009****Reference of Officer(s) drawing up person specifications: JM** |

**EAST SUSSEX COUNTY COUNCIL**



Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment  | X |
| Working with children/vulnerable adults | [ ]  |
| Moving & handling operations | [ ]  |
| Occupational Driving | [ ]  |
| Lone Working | [ ]  |
| Working at height | [ ]  |
| Shift / night work | [ ]  |
| Working with hazardous substances | [ ]  |
| Using power tools | [ ]  |
| Exposure to noise and /or vibration | [ ]  |
| Food handling | [ ]  |
| Exposure to blood /body fluids | [ ]  |