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|  | **Ely College**  **Examinations Invigilators**  **JOB DESCRIPTION** |  |

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**Scale: £9.17 per hour**

**Hours: Casual as required**

**Weeks:** Term Time

**Responsible to:** Examinations Officer

**ROLE** To invigilate a variety of internal and external examinations throughout the year

**Specific Responsibilities**

* Checking the layout of the exam area, including appropriate notices and informing the Exams Officer of any shortfall.
* Invigilating GCSE and A Level examinations
* Distributing specialist equipment and ensuring that candidates receive the correct papers.
* Checking seating plans.
* Giving instructions to candidates, alongside specialist subject-staff where appropriate.
* Taking registers and informing Reception / Exams Office of absentees.
* Dealing with latecomers and reporting misconduct to Exams Officer.
* Checking scripts against registers.
* Providing administrative support for the Examinations Officer
* Ensuring that exams are carried out according to the rules set out by the exam board, allowing each candidate to sit the exam in the same conditions as other candidates throughout the country.
* Undertaking additional training, as appropriate

**Child Protection**

* To inform the CP Officer of any issues relating to the safety and well-being of students.

**Ethos**

* To maintain the ethos of the College by encouraging achievement and challenging mediocrity.
* To maintain confidentiality at all times.

**School Development**

* To contribute to wider school developments.
* To undertake relevant CPD as necessary and to participate in the performance review of the post-holder and others as required.

The job description is subject to review and may be changed following consultation with the post-holder.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | Educated to GCSE or equivalent level |  |
| Experience |  | Experience working in a school  Experience of working with young people |
| Skills | Excellent organisational Skills  Ability to remain calm and professional at all times especially under pressure  Work as part of a team to provide a positive exam experience for all students  Ability to communicate with students and staff effectively  Ability to be firm but fair at all times  Ability to work to deadlines |  |
| Personal | Willingness to be reliable and flexible  To be punctual  To attend meetings and training sessions when necessary  The Ely 8 |  |