

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Exam Invigilator	<b>Location</b>	The Bulwell Academy
<b>Salary</b>	£12.65 per hour	<b>Hours</b>	Casual Contract/Zero Hours
<b>Department</b>	Support Staff	<b>Reports To</b>	Exams and Data Manager

## JOB PURPOSE:

The individual in this position provides invigilation for internal and external examinations at the school. The Exam Invigilator is responsible for collecting the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the Exams Officer at the end of the allocated time

## KEY RESPONSIBILITIES AND DUTIES:

- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality / security of examination materials.
- To adhere to the school's policies and procedures.
- To report / communicate any problems / incidents / emergencies to the Exams Officer.
- Tidy and straighten exam desks.
- Check seating tickets are in place on desks.
- Set out examination materials on desks
- Check clocks are at the correct start time.
- Check that supplies of supplementary paper are available at distribution points.
- Invigilate candidates by circulating around the room.
- Supply supplementary paper to candidates.
- Record students who need to use the toilet.
- Supervise the LRC and Sports Hall to ensure silence on dismissal.
- Ensure candidates do not leave the hall with exam papers or stationery.
- Collect exam papers, booklets, etc.
- Sort completed scripts into candidate number order.
- General tidying up after candidates have left.
- Supervise candidates with examination clashes over the lunch period.
- Invigilate individual candidates with extra time in small examination rooms.
- Act as a scribe / reader for individual candidates
- Supervise corridors.
- Invigilate in specialist examination rooms if required.
- General sorting or checking of examination papers/stationery.
- Check completed scripts for candidate details.
- Display and remove notices.
- To 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. To contribute to the review of school policies as appropriate. To undertake relevant safeguarding training as required.
- The school has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

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<b>JOB REQUIREMENTS:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Maths and English GCSE to Grade C or above (or equivalent)</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Customer service environment.</li> <li>• Working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Understanding of good customer service</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Good time keeping.</li> <li>• Energy and enthusiasm.</li> <li>• Tactful and understand confidentiality.</li> <li>• Patient and understanding attitude.</li> <li>• Commitment to Health and Safety in the workplace.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**