

John F Kennedy Catholic School

Job Description

Job Title: Examination Invigilator

Responsible to: Examination Officer

Hourly Rate: £8.48

Hours: As required

Date: January 2019

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the job title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

To participate in conducting external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Main Responsibilities

1. To check the examinations room prior to the arrival of candidates to ensure that:
 - o heating, lighting, ventilation and levels of extraneous noise are acceptable
 - o no display materials that might be helpful to candidates are visible
 - o a reliable clock of readable size is visible to each candidate
 - o the Warning to Candidates is displayed both inside and outside the examination room
 - o the Notice to Candidates is displayed in a public place outside the examination room
 - o the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
2. To be fully aware of the regulations according to JCQ 'Instructions for Conducting Examinations'.
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 take all reasonable steps to ensure that:
 - o the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
 - o candidates take into the examination room only those articles, instruments or materials which are expressly permitted
 - o candidates have all the necessary material to enable them to complete the examination
5. To open the packet of examination papers and issue the papers to candidates.

6. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
7. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
8. To complete the Attendance Register during the examination and inform the Exams Office of any absentees.
9. To know the actions to be taken in the event of an emergency such as an emergency evacuation.
10. At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
11. To collect all unused stationery in the Examination room and return it to the Exams Office.
12. To ensure that the room is left in a tidy condition.
13. Identify and undertake any other job-related activities as requested appropriate to the grading of the post to meet the changing needs of the School.
14. Perform all of the above duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.

Person Specification

Personal Characteristics

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multitask and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion

Specific Skills

- Excellent administrative and organisational skills
- Excellent written and oral skills
- Excellent Microsoft Office skills
- Willing and able to learn and operate new IT systems and databases as appropriate
- Able to prioritise and meet deadlines

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check