



Job description

JOB TITLE:	Exam Invigilator (Casual worker basis)
SALARY:	Half day rate- £40 (AM 8:30am- 12:30pm or PM 12:30pm- 16:30pm) Full day rate- £80 (8:30am- 16:30pm)
RESPONSIBLE TO:	Examination Officer
HOURS OF WORK:	This post is casual during the academy's exam periods only on an 'as and when' basis. The core academy opening hours are between 8:30am and 4:00pm, Monday-Friday and the actual working hours and days for this post will be reviewed and agreed in consultation with you during the 2019 exam period.

The post holder is responsible to the Headteacher and Leadership Team of the academy for ensuring the general good order and discipline of the academy and in the implementation of all policies. All staff are expected to have a clear understanding of the vision, aims, and ethos of the academy and an awareness of its role in the community.

Working under the supervision and direction of the Examinations Officer you will be expected to undertake the following duties whilst providing a high standard of invigilation support to ensure a smooth and successful exam period for our students, ensuring that all rules and regulations relating to exams are adhered to.

MAIN RESPONSIBILITIES

- Ensure that all rules and regulations relating to the conduct of exams are strictly applied and deal with examination irregularities in accordance with procedures.
- Ensure a calm environment which gives students the best possible opportunity of success in their exams.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection procedures.

MAIN DUTIES

- Assist with setting up examination venues by laying out stationary, equipment and examination papers in accordance with strict procedures.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Offer advice and guidance to unregistered candidates without allocated seats.
- Ensure that candidates do not talk once inside examination venues.
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Check attendance during examinations.
- Display starting and finishing times for exams on the boards.
- Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
- Collect and collate scripts at the end of the examination in accordance with strict procedures.
- Assist with the preparation of script envelopes.



- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- In case of emergency and under instruction of the Exams Officer, to escort candidates from venues during the examinations as required and supervise candidates whilst outside examinations venues.
- Help to ensure that answer booklets have been completed correctly and ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.
- Ensure timesheets for work carried out are completed and submitted in a timely manner ready for payment to be processed.

ACADEMY ETHOS

- Support the academy's values and aspirations.
- Adhere to the staff professional code of conduct as developed collectively by staff.
- Be a positive role model to students and other staff.
- Liaise with staff, students, visitors and external agencies in a professional manner.
- Evaluate and improve your own practice which may lead to improvements in the day to day running of the academy.
- A commitment to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.

This job description will be reviewed from time to time and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Exam Invigilator

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's A*- C, including English and Maths.	✓	

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within an educational environment.		✓
Experience of handling confidential information appropriately.	✓	

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
An understanding of the examination process.	✓	
Effective oral/ written communication skills.	✓	
Excellent interpersonal skills with the ability to interact effectively and professionally with young people and colleagues.	✓	
The ability to work within the academy policies, procedures and expectations.	✓	
Excellent accuracy and a meticulous attention to detail.	✓	
Ability to work in an organised and methodical manner.	✓	
The ability to work as an effective team member and also work on own initiative.	✓	
The ability to maintain efficient record keeping systems.	✓	
Flexible attitude to work.	✓	
The ability to be effective in the face of difficult situations and pressure.	✓	
The ability to handle people at a variety of levels with politeness, sensitivity, tact and confidentiality.	✓	
The ability to convey straightforward information, orally and in writing to colleagues and students.	✓	
The ability to remain vigilant whilst not disrupting candidates.	✓	

PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
The capacity to remain calm and to cope with the unexpected.	✓	
Reliable, honest and trustworthy.	✓	
A commitment to following expectations with regard to professional behaviors and to being a role model for staff and students in relation to overall conduct to include the following: dress code, attendance and timekeeping.		
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
A commitment to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.	✓	