



The Deanery CE Academy

Job Description and Personal Specification



Casual Examination Invigilator

The Deanery CE Academy

Peglars Way, Wichelstowe, Swindon. Wiltshire. SN1 7DA

Telephone: 01793 23 66 11 - Website: www.dcea.org.uk - Email: enquires@dcea.org.uk

Job Description

Job Title	Casual Examination Invigilator
Responsible to:	Headteacher / Deputy Headteacher
Salary :	HAY 13 £21,029 per annum pro rata - £10.90 per hour
Contract Type:	Temporary / Casual Zero Hours Contract

Main Purpose and Primary Objectives

- To support the Exams Officer with the day-to-day operation of examination venues
- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Duties and Responsibilities

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- Assisting with the preparation of seating plans as directed by the Examinations Officer
- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination in accordance with strict procedures.
- Assisting with the preparation of script envelopes.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

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Other Areas of Responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

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Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and Maths
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience working collaboratively with colleagues
Skills and knowledge	<ul style="list-style-type: none">• Good listening skills• Effective written and verbal communication skills• Ability to use IT systems• Ability to create good relationships with pupils, staff
Personal qualities	<ul style="list-style-type: none">• Positive interest in young people and their education• Reliable, Punctual and Flexible• Accurate, attention to detail• Comfortable under pressure• Physical level of fitness appropriate to the task required• Commitment to upholding and promoting the ethos and values of the school• Ability to maintain confidentiality at all times• Committed to safeguarding, equality, diversity and inclusion

The Deanery CE Academy and The Dioceses of Bristol Academies Trust are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Safeguarding Statement:

The Dioceses of Bristol Academies Trust is committed to safeguarding and promoting the welfare of children and young persons. Appointment to this role will be subject to Enhanced DBS Disclosure; Disclosure by association document and satisfactory references.

We are an equal opportunities employer. Please note the proof of right to work in the UK will be required at interview.

Applications will only be accepted when submitted online via our careers websites - CV's will not be considered.

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Notes:

This job description may be amended at any time in consultation with the postholder.

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