**JOB DESCRIPTION**

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| **Department** | **TURTON SCHOOL** |
| **Job Title** | CASUAL EXAMINATION INVIGILATOR |
| **Grade** | grade 2 SCP 11 (£8.19 - £8.55 PER HOUR) |
| **Primary Purpose of**  **the Job** | 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. |
| **Responsible to** | EXAMINATIONS OFFICER |

| **MAIN DUTIES** | |
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| 1. | To assist in the setting up of examination rooms |
| 2. | To ensure all candidates receive appropriate examination question papers and answer paper |
| 3. | To be aware of any needs that candidates may have during an examination |
| 4. | To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry |
| 5. | To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines |
| 6. | To maintain security and confidentiality |
| 7 | To record attendance on the official examination registers |
| 8 | To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise |
| 9. | Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them |
| 10. | To ensure there is no talking or disruption for the candidates once an examination has begun |
| 11. | To ensure all candidates are seated before opening the question papers |
| 12. | To ensure that invigilators **DO NOT** help candidates in any way with the question paper |
| 13. | To assist in other activities as may reasonably be requested by the centre from time to time |

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**PERSON SPECIFICATION**

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| Method of Assessment - Interview/Application Form | | |
| **STAGE ONE** | | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| MINIMUM ESSENTIAL REQUIREMENTS | | | |
| **SKILLS AND COMPETENCY** | | | |
| 1. | Interpersonal skills in terms of interacting confidently and sensitively with young people at this stressful time, in line with the schools’ ethos of caring. | | |
| 2 | Good oral communication skills to ensure instructions are delivered clearly to candidates and colleagues. | | |
| 3. | Good organisational ability necessary to ensure the exam is supervised efficiently, both before, during and after the examination. Thus ensuring candidates are supported in the examination and that the examination is carried out in line with official procedures. | | |
| 4. | The ability to work independently and as part of a team required. | | |
| 5 | Punctuality is a requirement to ensure examinations can proceed on time with the correct number of invigilators. | | |
| 6. | Flexibility is a requirement as last minute changes are inevitable | | |
| 7. | Commitment essential. | | |

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| **CORE ORGANISATIONAL COMPETENCIES** | |
| 8 | **Valuing Diversity**  Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity and inclusion can improve our ability to deliver better services and reduce disadvantage. |
| 9 | **Caring for Customers**  Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the school/setting community |
| 10 | **Developing Self and Others**  Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example. |
| 11 | **Health and Safety**  The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk. |
| 12 | **Confidentiality**  To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information. |
| 13 | **Energy Efficiency**  To be aware of the energy efficiency issues in own area of work and throughout the organisation |

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| MINIMUM ESSENTIAL REQUIREMENTS | |
| **Knowledge/Experience/Qualifications/Training etc** | |
| 14 | Good literacy skills |

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| STAGE TWO | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| ADDITIONAL REQUIREMENTS | |
| **Knowledge/Experience/Qualifications/Training, etc** | |
| 15. | Previous teaching or teaching support experience will be helpful but not essential for the post. |
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| Note to Applicants: **Please try to show in your application form, how best you meet these requirements** |

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| Date Person Specification Prepared/Updated | November 2016 |
| Person Specification Prepared By | Dave Haworth/Barbara Makin |
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