The Holy Trinity Church of England Secondary School

Job Description

Salary: Grade 1, pt 6

Hours: Casual – no set hours

Position Level SCH 443 Exam Invigilator (with or without reading duties)

All duties will be expected to be carried out according to agreed School Policies and Procedures. **Due regard will be given to appropriate Confidentiality concerning school matters at all times.**

Reporting to:	Examinations Officer
Responsible for:	The correct running of external examinations in the exam room Including: • Ensure a calm and professional environment for candidates • Conducting the exam according to the Joint Examinations Boards. • Reporting to the Exams Officer at least 30 minutes before the start of an examination session.
General:	• To share in the corporate responsibility for the well being and discipline of the students attending the school.
Duties:	• Help organise and admit/ dismiss candidates to/from the room in a quiet and orderly way. • You may be required to distribute exam papers for larger exams under the supervision and instruction of The Examinations Officer. • To be constantly vigilant when the exam is running and not undertake any other task.

	• Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam. • Escort students during toilet breaks being mindful of exam and Safeguarding protocols • Collect finished papers in the order instructed by the Exams Officer. • In the event of any disturbance to an exam one invigilator should contact the Examinations Officer and another note the time in the incident book in the exam room as a report may be sent to the exam board • To assist SEND students as directed (If appointed as competent and trained Reader) • To comply with the schools policies and procedures
Generic Duties	To deputise in the absence of other staff as required
CPD	Training will be provided by the Examinations Officer for this role and you are expected to follow a mutually agreed programme of continuing professional development by attending regular organised training sessions such as safeguarding on an annual basis.
Additional Information	Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Exam Invigilator – Person Specification

PERSON SPECIFICATION		
	Essential	**Desirable**
Able to obtain satisfactory Enhanced DBS clearance	✔	
Entitled to live and work in the UK	✔	
Efficient, organised and precise	✔	
Ability to keep calm and focused in pressurised situations	✔	
Diplomatic, discerning and able to deal with confidential information	✔	
Good relationship with children and adults	✔	
Good oral communication	✔	
Willing to undertake relevant training	✔	
Able to read English clearly and to Level 2 standard (tested)		✔
Enthusiastic	✔	
Problem-solver with a "can do" approach	✔	
Strong 'customer service' ethic	✔	
Team player	✔	
Flexible	✔	
Resilient and able to focus for long periods of time	✔	
Representative of the school's ethos and core values	✔	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English Language		✔
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics		✔
Previous education experience		✔
Basic IT knowledge	✔	

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.

The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.

This centre requires invigilators to wear 'business' dress (eg, collar and tie for males) to promote a formal atmosphere within the exam room.

There will be training provided by the exam officer for this role.

The Holy Trinity Church Of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.