



JOB DESCRIPTION

Colmers School & Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Examinations Invigilator
Department / Location:	Data & Assessment
Accountable to:	Examinations Manager
Salary Grade / Range:	£10.74 per hour (hours as required)
Hours of work:	Casual basis Monday to Friday as directed by the Examinations Manager

Job Purpose

To maintain the security of the examination question papers at all times to ensure the fair and proper conduct of examinations in accordance with examination board regulations, in an environment that enables a student to perform at their best.

Main Duties & Requirements Specific to This Post

ORGANISATION

- Lead the preparation of the examination room ensuring that it is conducive to examination conditions and minimise distractions
- Checking attendance during examinations and recording details of late arrivals and early leavers
- Distributing and collecting examination papers/scripts/materials from candidates
- Supervising the entry and exit of candidates to and from the examination room; directing them to their seats and ensuring that candidates leave venues in an orderly and quiet manner
- Ensuring that examinations begin and end on time as scheduled
- Invigilating during examinations, dealing with queries raised by candidates and closely following and enforcing exam procedures and regulations
- Remaining vigilant during the examination, in order to prevent any cheating or malpractices
- Reporting any malpractices or problems to the Examinations Manager
- Dealing with emergency situations e.g. student illness, fire alarm, toilet breaks etc.
- Dealing sensitively with candidates who have special arrangements
- Familiarising and adhering to the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications
- Being available to work flexibly in ensuring that examination processes are completed at the end of each examination
- Provide advice and guidance to staff, students and others

ADMINISTRATION

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- Completing general administrative duties as directed by the Examinations Manager
- Assisting students who qualify for access arrangements including reading or scribing.

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMIS, E-mail)
- Use administration supplies resourcefully

Responsibilities

Safeguarding

The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Staffing

Reports directly to the Examinations Manager who is also responsible for the post holder performance management and appraisal.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If during the course of their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

Diversity, Equality and Diversity

Colmers School & Sixth Form College is committed to diversity, equity and inclusion. As such School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Colmers School & Sixth Form College has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By:

Date: