

Post Title:	Exam Invigilator
Salary	£12.47 per hour
Responsible to:	Exams Officer
Responsible for:	No Staff
Functional links with:	Headteacher, Deputy Headteacher, Head's PA, Finance, other Staff, Students, Parents, Governors, Other agencies
Main Purpose of the role:	The examination invigilator will be employed to fulfil clerical, administration and student supervisory duties in relation to internal and external examinations that will be held by the school.

Townley Grammar School is one of the top 100 schools in the country. We are a multicultural girls' selective school with specialism in Performing and Visual Arts with Mathematics and Computing with boys in the Sixth Form. Rated as Outstanding by Ofsted, our students come from a wide socioeconomic background, which makes our school environment richly diverse.

We develop students' knowledge, academic excellence and character by building their resilience, compassion and ambition. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives. The Post holder will uphold the vision of Townley Grammar School.

Key responsibilities:

- To follow all instructions given by the Exams Officer.
- To lead exams on a rota basis full training will be given.
- To ensure that they are familiar with the JCQ Examination Regulations.
- Ensure registration is undertaken.
- Ensure accurate checking of exam details.
- Ensure candidate numbers are distributed accurately.
- Ensure students do not communicate once they enter the examination room.
- Facilitate the smooth running of the examinations by ensuring that students abide by the rules of the school and the examining bodies.
- Use methodical and accurate placement of seating plans, and ensure that all necessary papers and equipment are available prior to the start of the exam

- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- Ensure that students do not communicate with each other and will not assist the student in any way to answer a question. They may be required to act as reader or scribe to students
- Accompany students if they need to leave the examination room for any reason and ensure they do not communicate with anyone.
- In the case of a fire evacuation - ensure that students leave the examination room in silence without speaking, and accompany the candidates to the designated area ensuring they do not communicate with anyone.
- To respond to candidates' queries in accordance with the examination regulations.
- To ensure that any behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the exams officer immediately.
- Collect the exam papers in candidate number order and pass to the Examination Officer.
- Work together with the other invigilators to dismiss students in silence.
- Ensure the examination room is left clear of papers etc.
- To assist the Examination Officer with general administration as required.
- On occasions to start and finish examinations as instructed by the exams officer
- On occasions to act as sole invigilator for small exams.
- On occasions to act as a reader, scribe or prompt for students.

Other areas of responsibility

- Read and follow the relevant school policies.
- Undertake training required to develop in the role.

General

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks but sets out the main expectations of the school. It will also be necessary for the post holder to undertake additional duties as required by the Headteacher.

Person Specification

Exams Invigilator		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Literacy and Numeracy, with at least grade C in GCSE English Language or equivalent. Experience in and/or a commitment to working with young people and the wider community. Working and collaborating within a team. 	<ul style="list-style-type: none"> Experience of working in an educational environment. Experience in and/or a commitment to working with young people and the wider community. First Aid Training.
Professional Qualities	<ul style="list-style-type: none"> Good communication skills with adults and children. Ability to respond quickly and effectively to issues that arise. Ability to use own initiative and take action accordingly. Ability to follow instructions from senior team members. Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies. Ability to build effective working relationships with colleagues. Ability to work individually or as part of a team. Ability to work accurately. Good organisational skills. Ability to work under pressure. Calm, flexible, dependable and reliable. Negotiating skills. 	
Training	<ul style="list-style-type: none"> Willingness to undertake relevant training and identify own development needs. Committed to ongoing CPD and Professional development. 	
Attributes and Attitudes	<ul style="list-style-type: none"> Commitment to supporting and understanding pupil needs. Uphold and promote the ethos and values of the school. Commitment to safeguarding, equality, diversity and inclusion. Good sense of humour. 	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation, and the school's articles of government.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED: _____

PRINT NAME: _____

DATED: _____