



Broomfield School

JOB DESCRIPTION

Exam Invigilator

Job title	Administrator
Type of post	Casual
Salary scale	£11.57 per hour
Line Manager	Exam Officer
Contracted Hours	0

JOB PURPOSE:

- To manage the environment and students for all internal and external examinations.

MAIN RESPONSIBILITIES:

- To ensure the smooth running and integrity of examination environment.
- To direct students as required during the exams
- To attend training to ensure the Joint Council's 'Instructions for the Conduct of Examinations' is adhered to at all times.
- Be vigilant of potential student malpractice and report to the Exams Officer
- Set up papers prior to the exam and collect after in line with specific instructions for each exam.
- To follow the direction given by the Exams Officer
- To report any irregularities and/or breaches of the exam conditions to the Exams Officer
- Facilitate the delivery of access arrangements for highlighted students.

OTHER

- To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld
- To be active in issues of staff and student welfare and support
- To comply with the policies and procedures in relation to child protection, health and safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To undertake training and development relevant to the post and in line with the School's priorities
- To be able to move about the Exam hall for the duration of a Public Exam, usually up to a maximum of 3 hours.

Additional duties

- Undertaking general administrative duties, including Reprographics, dealing with visitors face to face and over the phone, admin support to SLT and Middle Leaders.

- Supervise pupils during the lunch period and other times of day either in the playground or in structured activities as directed,
- Support other Administrative Staff in their roles, in line with School priorities,
- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

In undertaking this role, the post holder shall ensure that all duties are carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures.

Equality and Diversity

The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake
- Following safety rules and procedures
- Using work equipment, personal protective equipment, substances, and safety devices correctly
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received

Employees shall co-operate with the School by allowing it to comply with its duties towards them. This requires employees to:

- Take part in safety training and risk assessments and suggest ways of reducing risks
- Take part in emergency evacuation exercises

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager. Employees shall read the School's Health & Safety policy to understand their responsibilities as an employee.

Information Security

In order to protect the confidentiality, integrity and availability of School's information, including information provided by pupils, parents, partner organisations and other third parties, where applicable, employees will comply with the School's Information Security Policy.

Commitment to Safeguarding of Children and Vulnerable Groups through safer employment practice

Broomfield School is committed to safeguarding and promoting the welfare of children and young people. Safe recruitment of staff is central to this commitment, and the School will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children and young people. ***All staff employed to work with or on behalf of children and young people in the School must be competent and take reasonable care to safeguard pupils in the school, this means participating in training and development on safeguarding issues as directed.***

All staff working with Children & young people should be aware of, and share the commitment to safeguarding and promoting the welfare of children and young people when applying for posts at Broomfield School.

Please Note: This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.
The post requires clearance by the Disclosure and Barring Service (Enhanced Disclosure).

PERSON SPECIFICATION: EXAM INVIGILATOR

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Excellent standard of literacy and numeracy. 3 GCSE including English and Maths (A*-C) or equivalents	✓		Application
Experience			
Experience of invigilating examinations		✓	Application/Interview
Previous experience of working in a school environment		✓	Application/Interview
Knowledge and Skills			
High levels of honesty and integrity		✓	Application/Interview
Good standard of ICT skills		✓	Application/Interview
Understanding policies and procedures of an organisation	✓		Application/Interview
Ability to manage own time	✓		Application/Interview
Strong communications skills (oral and written)	✓		Application/Interview
Problem solving	✓		Application/Interview
Other			
Willingness to work flexible hours as required	✓		Application/Interview
Self-motivated and demonstrates initiative	✓		Application/Interview
Attention to detail	✓		Application/Interview