



Job Title	Exam Invigilator
Hourly rate	SCP 2
Contract	Casual
Reporting to	Operations Manager (Data & Exams)

Job Purpose

To support the Operations Manager (Data and Exams) with the day-to day running of examinations

MAIN RESPONSIBILITIES

- To conduct examinations, both internal and external, in line with the Joint Council for Qualifications (JCQ) regulations and guidelines.
- Supervise students during exams to ensure no malpractice takes place.
- Ensuring that candidates do not talk once inside examination venues.
- Assisting with setting-up examination venues by laying out stationery and examination papers in accordance with strict procedures
- Admit and dismiss students into and out of the exam room under strict exam conditions.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Accurately distribute question papers and exam materials to students.
- Introduce, start and end exams where required.
- Complete attendance registers and any other documentation as required reporting this clearly to the Operations Manager (Data & Exams).
- Check student information on exam papers, matches the attendance register.
- Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination venues.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- Report directly to the Operations Manager (Data & Exams) if any malpractice is suspected.
- Deal with and/or report any emergencies that may arise.
- Support the Operations Manager (Data & Exams) with the setup of exams.
- Inform the Operations Manager (Data & Exams) of your availability in advance of each exam season.



- Attend training sessions where required.
- You must be prepared to familiarise yourself with the JCQ regulations and our centre guidelines for examinations, these will both be provided.
- Invigilator working hours are approximately between 8.00am – 4.30pm

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises them self with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the Examinations Manager that are within the scope, purpose and spirit of the role

PERSON SPECIFICATION

- The post holder will actively support and work towards the stated Aims and Objectives of this Church of England School
- The post holder is expected to make a significant contribution to the learning and personal development of students within the school

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	Good level of general education	Previous experience of invigilation Previous experience of working in an educational establishment Knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications)



SKILLS AND ABILITIES	Effective communication skills Ability to work as part of a team with other invigilators and staff	
PERSONAL QUALITIES	Accuracy and attention to detail Flexible approach to work and ability to show initiative Ability to communicate appropriately to teaching staff and students Ability to work under pressure and remain calm Ability to listen carefully and follow instructions Ability to be reliable, punctual and patient Reliable and dependable	

CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way, which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together	E



Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E
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This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.