

Job Description



Job title: Invigilator
Reports to: Exams Officer

Job Purpose

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.

General Responsibility

- To follow all instructions given by the Exams Officer.
- To lead exams on 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.

Knowledge, Skills and Abilities

- Good communication skills.
- Literacy and Numeracy, with at least grade C in GCSE English Language or equivalent
- Ability to work individually and as part of a team, with the ability to use initiative, making common sense decisions whilst dealing with sensitive situations and liaising with relevant staff
- Able to work with children aged 11 – 19 in a calm, reasonable and responsible manner
- Ability to work accurately.
- Enthusiasm to learn new skills and undertake appropriate training.

Additional Responsibilities

- Carry out photocopying and the preparation of digital resources to support all school curriculum areas and to support with other general admin duties required from time to time.
- To participate in school day trips as requested.
- To support the overall work of curriculum areas, as requested by post holders and the school Leadership Team.

Professional development

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional values and practice

- To support the school's responsibility to provide and monitor opportunities for the personal and academic growth of students
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the school
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the school premises and when engaged in authorised school activities elsewhere
- Contribute to the effective running of the school

General

- To adhere to and promote school policies on equal opportunities and race equality
- To comply with school policies and procedures with regard to conduct and dress
- Job performance will be evaluated through the school Performance Management/Staff Appraisal Scheme

Review of the Job Description

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Principal. Appropriate training will be offered, as identified and agreed, to assist post holders to carry the role out effectively
- This job description will be reviewed at least once each year in the autumn term
- Person Responsible: Principal

School Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the school in meeting its legal requirements for worship
- Promote actively the school's corporate policies
- Comply with the school's health and safety policy and undertake risk assessments as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

Personal Qualities / Skills	Essential	Desirable
Organisation skills	✓	
Works well under pressure	✓	
Calm, flexible, dependable, reliable	✓	
Ability to work well with others	✓	
Ability to make decisions	✓	
Good negotiating skills	✓	
Good sense of humour	✓	
Experience/knowledge of working in a school environment		✓