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| **Job Title:** Exam Invigilator | **Salary Range:** £9.00 per hour |
| **Responsible to:** Headteacher, Exams Officer, Governing Body and CORE Education Trust | **Location:** Arena Academy |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**Job purpose:**

* Ensure that all candidates have an equal opportunity to demonstrate their abilities.
* Ensure the security of the examination papers and completed response sheets, before, during and after the examination.
* Prevent possible candidate malpractice.
* Prevent possible administrative failures.

**Main duties and responsibilities:**

* Setting out examination papers and stationery prior to the examination.
* Ensure a calm environment and help to organise students at the start and end of each exam.
* Display starting and finishing times for the exams on the boards.
* Ensure that the conduct of the exam takes place with the guidelines.
* Whilst not disrupting the candidates it is important to be vigilant at all times, providing necessary materials at appropriate times and patrolling examination rooms.
* To ensure correct exam procedure is being followed and refer suspected malpractice or any irregularity in the examination process to the Exams Officer.
* Mark the attendance registers.
* Deal with any disturbances to the exam.
* At the end of an exam ensure that answer booklets have been completed correctly and collect exam scripts in candidate number order.
* Be familiar with the document ‘Guidelines to Students sitting Public Examinations’.
* Ensuring compliance with the regulations on the conduct of examinations collecting and counting scripts at the end of the examination.
* Preparation of the examination room for the next examination session.
* To undertake exam invigilator training as and when appropriate.

**Safeguarding:**

* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
* Comply with the school’s Safeguarding Policy in order to ensure the safety and welfare of children and young persons.

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| **Job Description Reviewed By: Assistant Headteacher**  **Date: 11th April 2019** |



**Person Specification**

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| **Job Title: Exam Invigilator** | **Salary: £9.00 per hour** | **Location: Arena Academy** |

**The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.**

**All posts will be subject to a DBS clearance at Enhanced level.**

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|  | **Essential** | **Desirable** |
| **Experience**   * Experience of working in a school or similar establishment. * Knowledge and understanding of Safeguarding and the welfare of children and young persons you are responsible for or come into contact with. | **X**  **X** |  |
| **Skills and Abilities**   * Ability to follow instructions but to use common sense and initiative when required. * Flexible approach to work. * Accuracy and attention to detail. * Reliability in achieving the job description. * Good time keeping. * Able to relate to academic staff and students. * Ability to work under pressure whilst remaining calm. * Discrete and able to maintain the confidentiality of information. * Ability to work as part of a team or alone if necessary. * Effective oral/written communication skills. | **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X** |  |
| **Training**   * Willingness to undertake training when required. | **X** |  |
| **Education / Qualifications**   * Good numeracy / and literacy skills. | **X** |  |
| **Other**   * A commitment to the responsibility of safeguarding and promoting the welfare of young people. | **X** |  |