

Brentwood Ursuline Convent High School



Job Description

Job Title	Exams Invigilator (Ad Hoc)
Grade	Band 2 Point 3
Reports to	Examinations Officer
Liaison with	Teaching staff, support staff, students
Hours of work:	<p>Hours and availability of work both variable and flexible with key periods of employment during the months of January & February and May & June. Internal Exams will also run during July.</p> <p>Hours of work are variable but the start time for morning exams is 9am and 1.30pm for afternoon exams, with invigilators being required to start work up to half an hour before these times. Finish times would be according to the length of individual exams.</p>
Job Purpose	To implement examination procedures and ensure the proper conduct of examination candidates. Training will be given.
Duties	<ul style="list-style-type: none"> • Working as part of our team of invigilators, or possibly alone, supervising examinations in school. • Invigilators must be firm but fair at all times and be able to relate to candidates yet maintain an air of authority. They should keep calm under pressure or during unexpected circumstances. Invigilators also need to be reliable, punctual, be able to follow instructions and have a flexible approach to work • Ensure that exams are conducted in accordance with JCQ and awarding body regulations • Maintain security and confidentiality at all times • Set up, or assist with, setting up of examinations rooms, seating of candidates and distribution of question papers and answer booklets. • Supervise candidates during the exams, ensuring that no inappropriate items are brought into the exam room, such as mobile phones or notes, and that candidates do not communicate with other candidates • Hand out appropriate question papers to candidates. • Read out examination instructions. • Record examination start and finish times. • Instruct candidates to begin examinations. • Complete attendance register and seating plan as required. • Allocate candidate cards according to instructions. • At the end of the examination, collect candidate and question papers in candidate number order and ensure that they are kept under secure conditions, in accordance with instructions.

	<ul style="list-style-type: none"> • Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing. • Ensure silence in the examination room and avoid disruption. • Ensure that all candidates comply with any instructions. • Walk around the examination room, ensuring no candidate has forbidden items and removing any found. • Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons. • Any incidents should be recorded and the Senior Invigilator and Exams Officer should be informed immediately. • When absolutely necessary, escort candidates to the toilet.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking responsibility for identification of personal learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION EXAMS INVIGILATOR BAND 2 Point 3

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Basic level of education
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use word processor if applicable
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with pupils and colleagues
Working with children	Behaviour Management	Understand and implement the JCQ exam regulations for behaviour and conduct
	SEN	Understand and support the differences in children and adults and respond appropriately
	Health & Well being	Understand the importance of physical and emotional wellbeing
	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and adults Ability to follow instructions
Working with others	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
	Organisational skills	Good organisational skills
	Line Management	Exams Officer

Responsibilities	Time Management	Ability to manage own time effectively
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
General	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role
	Conduct	To keep up to date with good practice and policies e.g. Staff Code of Conduct.