

Churchdown School

Job Profile Support Staff



Post Holder		Line Manager	
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Title of Post	Pay Scale	Hours	Lunch	Holidays
Exam Invigilator	£10.50 per hour (which includes holiday pay)	To be agreed		

Principle Responsibilities of the Post

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Line Management Responsibilities

None

Main Tasks

General requirements:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods and internal exams.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Invigilators will be required to apply for an enhanced DBS and sign up for the annual update service which must be maintained each year.

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main duties:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Churchdown School Academy's regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams:

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams if required

During exams:

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams:

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

Other tasks:

- Undertake training, update and review sessions as required
- Annually undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - ❖ centre supervision of exam timetable clash candidates between exam sessions
 - ❖ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - ❖ other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Person Specification:**Education/Qualifications/Training:**

Achieved at least GCSE Level or equivalent.

Experience:

Previous experience of working in a school environment would be beneficial.

Skills/Knowledge/Aptitude:

Good numeracy and literacy skills.

Effective written and oral Skills.

To have good communication skills.

Motivation:

Required to work on a supply basis.

To be reliable and punctual.

To have a polite, friendly and flexible approach to work.

To follow instructions.

To keep calm and maintain an air of authority.

Other:

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.

To apply:

In the first instance please complete the online application form and return it to Mrs A Evans as directed on the application pack.

Signature: Postholder	Date	Signature: Line Manager