

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
L1718	Exam Invigilator	Grade 2	282 NJC	April 2008

Statement of Purpose

To work under the direction and instruction of the Exams Officer to provide specific support to the school in the monitoring of external and internal examinations.

Organisation

- Prepare the Examination Hall by ensuring that the room meets JCQ requirements i.e. Center number and clock clearly visible to all.
- Supervise the entrance and exit of candidates to the exam venue in an appropriate manner.
- Contact the lead invigilator and /or exams office if candidates raise a concern or problem with the paper that requires professional judgment.

Supervision of Examinations

- Ensure that the candidates have correct papers.
- Ensure the correct identification of all candidates.
- Deal with extras candidates not on the register.
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read erratum notices.
- Notify candidates of the start of the exam.
- Record the start and finishing times of exams.
- Open and distribute papers and any other authorised materials to candidates.
- Ensure attendance register is completed.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates queries in accordance with the exam regulations.
- Support and respond to the access arrangements of candidates as appropriate.
- Supervise any candidates who may need to leave the room in accordance with exam regulations.
- Supervise "clash" candidates between exams.
- Distribute additional paper/equipment as required.
- Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Ensure the efficient timekeeping is maintained.
- Ensure the school policy is adhered to.
- Notify candidates that the examination is finished.
- Ensure exam conditions are maintained until candidates are dismissed from room.
- Collect scripts and ensure that they are never left unattended and are safely stored.
- Check that nothing has been left at the desk and no graffiti has been made during the exam.

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Resources

- Ensure that scripts are never left unattended and are safely delivered to the exams officer.
- At the exam officer's discretion, ensure that there are no missing scripts.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification Exam Invigilator Level 1

Essential Criteria	Measured By
Qualifications/Training Good numeracy and literacy skills.	I
Knowledge/Skills - Good understanding and ability to use relevant documentation/ technology. - Ability to work constructively as part of a team. - Ability to relate well to children and to adults. - Good organising, planning and prioritising skills. - Methodical with a good attention to detail.	AF/I
Behavioural Attributes - Customer focused. - Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. - Open, honest and an active listener. - Takes responsibility and accountability. - Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. - Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. - Is committed to the provision and improvement of quality service provision. - Is adaptable to change/embraces and welcomes change. - Acts with pace and urgency being energetic, enthusiastic and decisive. - Communicates effectively. - Has the ability to learn from experiences and challenges. - Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

AF - Application form I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

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- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*