

JOB DESCRIPTION



EXAMS INVIGILATOR

Salary:	HB1 pro rata (£12.66 per hour)
Hours:	2 to 6 hours per day during examination series depending on requirement and availability
Responsible to:	Examinations Officer
Liaises with:	Staff and students

Purpose of Job

Invigilate Internal & External Examinations

Specific Duties:

- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Assist with directing candidates to their seats according to the seating plan and the collection of possessions not permitted in examination venues
- Assist with facilitating access arrangements including reading and scribing
- Assist with ensuring that candidates conform to the strict behaviour rules required inside examination venues
- In some circumstances operate the start procedures for exams
- Assist with ensuring the timings are clearly displayed on the exam white board and the examination record sheet is completed
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Be aware of any special considerations (e.g. extra time)
- Assist with checking attendance during examinations
- In some circumstances operate the ending procedures for exams
- Assist with recording details of late arrivals and early leavers and collecting scripts from early leavers
- Assist with collecting and collating scripts at the end of the examination in accordance with strict procedures
- Supervise candidates leaving examination venues, return personal items and ensure that candidates leave in an orderly and quiet manner.

PERSON SPECIFICATION

Experience

Experience of working in schools or with young people would be helpful but not essential.

Specific Skills and Knowledge

An understanding of examination processes (training given).

Effective oral/written communication skills.

Personal Characteristics

Accuracy and attention to detail are absolutely essential.

Flexible approach to work is essential.

Ability to relate to staff and students.

Confident manner when dealing with groups of school students.

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the school's pre-employment checks.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

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.