

Academy	St Peter's Collegiate Academy
Position	Exam Invigilator
Salary	TST Grade 2 SCP 2-3
Contract	Casual
Responsible to	Examinations Manager

### **Job Description**

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the school's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

#### **Statement of Purpose**

To work under the direction and instruction of senior staff to provide specific support to the school in the monitoring of external examinations.

#### **Organisation**

- Prepare the Examination Hall by ensuring that the room meets JCQ requirements i.e. centre number and clock clearly visible to all.
- Arrange for candidates to get into the exam hall in an appropriate manner.
- Contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher.

#### **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.
- 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.

#### **Resources**

- Ensure that scripts are never left unattended and are safely delivered to the exams manager.

- At the exam manager’s discretion, ensure that there are no missing scripts.

**Support to Academy**

- 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 academy.
- 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 student 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.*

Post holder signature	
Principal signature	
Date	

## Person Specification

Essential Criteria	Measured by
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> </ul>	Application form / interview
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant documentation/ technology.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	Application form / interview
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• 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.</li> </ul>	Application form / 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:*

- *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.*