

ROCHDALE BOROUGH COUNCIL

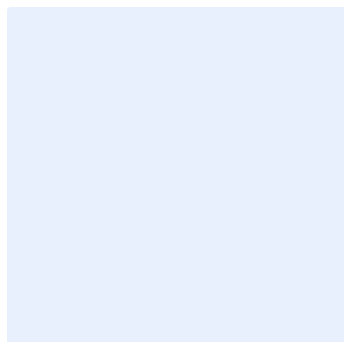
SCHOOL: St Gabriel's R C High School

JOB DESCRIPTION

Job Title:	Exam Invigilator
Grade:	Grade 2 (SCP) 3-4
Responsible to:	Exams Officer
Responsible for:	Not applicable
Hours of Duty:	Varied and flexible
Any Special Conditions of Service:	<p>The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</p> <p>The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</p>
Values and Behaviours	<p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none">➤ Proud➤ Passionate➤ Pioneering and Open <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To ensure the fair and proper conduct of examinations, in line with the school/examination board's rules.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

- Internal:
1. School staff.
 2. Senior managers.
 3. Governors.
 4. Volunteers.
 5. Pupils.
 6. Users of the School.

- External:
1. Parents/carers.

2. Staff in other schools and within the LA.
3. Suppliers of equipment and services.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To assist the Examinations Officer in the smooth and efficient administration of examinations.
2. To supervise pupils during examinations, in line with the "Guidance for Invigilators" instructions provided by the Examination Boards.
3. To assist in the appropriate preparation of the examination room, laying out equipment as required for the specific examination being taken.
4. To admit candidates to the examination room and assist them to find their allocated seats quietly and efficiently.
5. To distribute question papers, answer booklets and associated materials at the beginning of the examination, and collect them at the end.
6. To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in each examination room and that exam board instructions to candidates are displayed in line with legal requirements.
7. To supervise the candidates in a quiet and unobtrusive manner, to ensure that the regulations on conduct, communication etc are strictly observed.
8. To respond to candidates' queries in accordance with the examination regulations.
9. To supervise and monitor candidates during the examination, to ensure any minor behaviour issues are dealt with in line with school policy, no unauthorised material is accessed, any breaches of Examination Code of Conduct are reported to the supervising teacher/invigilator immediately.
10. To escort and supervise candidates who may need to leave the examination room in an emergency.
11. To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.
12. To sort sets of completed papers alphabetically at the end of the examination, in preparation for posting.
13. To assist the Examinations Manager with examination administration, from the initial entry through to the data analysis, using the appropriate software as required.

14. To liaise with the Examinations Manager/Examination Boards/SENCO to ensure that provision is made for pupils who require special consideration.
15. To ensure that the casual invigilators are familiar with the "Guidance for Invigilators" instructions, as provided by the Examination Boards.
16. To receive and store examination papers appropriately in a secure location.
17. To open and check materials received, in accordance with the Examination Board regulations, allowing sufficient time to identify and resolve any discrepancies.
18. To check examination desks for any graffiti and liaise with the caretaker to ensure it is removed.
19. To manage the despatch of completed scripts to nominated markers.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To 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 (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend relevant meetings as required.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Exam Invigilator

Grade 2 (SCP) 3-4

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To be literate and numerate • Experience of administrative work 	Application Form/Interview	<ul style="list-style-type: none"> • Experience of working within a school setting. • To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.. 	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to supervise groups of pupils. • Able to work within a team environment. • Able to work effectively under pressure. • Able to use initiative to solve problems working within policies and procedures. • Excellent organisational skills. • An understanding of school roles and responsibilities. • Understanding of the importance of safeguarding/ child protection when working in a school setting. 	Application Form/Interview		

SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Willingness to participate in relevant training and development opportunities. • Flexible in approach and able to meet the changing demands of the role. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	Application Form		
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