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**JOB DESCRIPTION**

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| **School** | LITTLE LEVER SCHOOL | |
| **Job Title** | EXAM INVIGILATOR | |
| **Hours** | CASUAL – SEASONAL / TERM TIME ONLY | |
| **Grade** | GRADE 3 SCP 16 (fixed) hourly £9 plus holiday pay | |
| **Primary Purpose of the Job** | To resource and supervise internal and external examination sessions in accordance with Exam Board regulations and school processes. To support the Data & Examinations Manager | |
| **Responsible to** | Data & Examinations Manager | |
| **MAIN DUTIES** | | |
| * Closely follow and enforce the school examination procedures and Exam Board guidelines * To ensure all candidates receive appropriate examination question papers and materials * To address any needs that candidates may have during an examination in keeping with regulations * Ensure security and safety of examination papers and materials at all times * To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines * To maintain security and confidentiality and ensure candidates are observed at all times in a non-obtrusive manner * To record attendance on the official examination registers * To ensure no inappropriate items are brought into the examination, such as mobile phones, smart watches, revision notes or other paperwork unless told otherwise * Ensure all candidates are aware of the pre-exam start information * Maintaining integrity of examination conditions minimising where possible interruptions and distractions for candidates * Ensure examinations keep to scheduled time * To escort students for a toilet break during examination session * To assist in other activities as may reasonably be requested by the centre from time to time | | |
| **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.** | | |
| **Date Job Description prepared/updated** | | November 2017 |
| **Job Description prepared by** | | Mr S Cordwell /Mr P Beal |

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**PERSON SPECIFICATION**

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills, Competency and Knowledge** | | |
| 1.1 | Interpersonal skills in terms of interacting confidently and sensitively, ensuring candidates are supported in the examination | Application Form/Interview |
| 1.2 | Good oral communication skills to ensure instructions are delivered clearly to candidates and colleagues | Application Form/Interview |
| 1.3 | Good organisational ability necessary to ensure the exam is supervised efficiently, both before, during and after the examination | Application Form/Interview |
| 1.4 | The ability to work independently and as part of a team required and ensure that the examination is carried out in line with official procedures | Application Form/Interview |
| 1.5 | Punctuality is a requirement to ensure examinations can proceed on time with the correct number of invigilators | Application Form/Interview |
| 1.6 | Flexible availability and commitment to students life chances is required as examination times and requirements change | Application Form/Interview |
| 1.7 | Actively promote and comply with safeguarding and child protection legislation in all areas of responsibility | Application Form/Interview |
| 1.8 | **Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage | Application Form/Interview |
| 1.9 | **Caring for** Customers - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users | Application Form/Interview |
| 1.10 | **Developing Self and Others -** Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | Interview |
| 1.11 | **Health and Safety -** The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk | Interview |
| 1.12 | **Confidentiality -** To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information | Interview |

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| **2. Experience/Qualifications/Training etc.** | | |
| 2.1 | Good numeracy and literacy skills | Application Form |
| 2.2 | Good communication and organisation skills |  |

**STAGE 2** Will only be used in the event of a large number of applicants meeting the minimum essential requirements

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| 2.3 | Previous teaching or teaching support experience will be helpful but not essential for the post | Application Form & Interview |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** | |
| **Date Job Description prepared/updated** | November 2017 |
| **Job Description prepared by** | Mr S Cordwell /Mr P Beal |