

JOB DESCRIPTION

Job Title: Senior Exam Invigilator

Grade: 3

Salary: SCP 10 – SCP 13

Conditions of Service: Support Staff Contract of Employment

Responsible to: Headteacher

Statement of Purpose

To work with the senior leadership team within the school to share the responsibility for the invigilation of external examinations according to the instructions of the examining boards and the internal requirements of the school. To be responsible for a team of invigilators.

Organisation

- To liaise with the examinations manager to ensure the recruitment and training of invigilators.
- To establish the level of supervision required and liaise with the examinations manager to ensure adequate supervision of examination rooms.
- To be responsible to the examinations manager for students during examinations.
- To supervise queues waiting to enter the examination room.

Supervision of Examinations

- To be responsible to the examination manager for students during examinations.
- To ensure examination conditions are maintained.
- To deal with minor problems and report persistent unruly behaviour to the examinations manager.
- To ensure papers are collected at the end of the examination and returned to the examinations manager.
- To ensure students leave the examination room in an orderly manner.

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

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP//AS S
	Experience <ul style="list-style-type: none"> • Experience of the examination process and invigilation. • Supervisory Experience 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • NVQ2 School Support Staff or equivalent qualification, or experience in relevant discipline • Good numeracy and literacy skills 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Good understanding and ability to use relevant documentation / technology. • Knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Influencing skills, • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Good interpersonal skills. • Ability to direct other adults. 	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive 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. • Is 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. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.