**JOB DESCRIPTION**

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| **Job Title**  | EXAM INVIGILATOR  |
| **Remuneration**  | GRADE 2, SCP 11  |
| **Primary Purpose of the Job**  | To provide exam invigilation for both internal and external examinations within the school and to assist in the processing of external examination administration.  |
| **Responsible to**  | EXAMS OFFICER  |
| **Responsible for**  |
| **Principal Responsibilities**  | Assisting in the smooth running of examinations Ensure that examinations are carried out within the guidelines of the JCQ booklet ‘Instructions for the Conduct of Examinations’ (ICE booklet). To work as part of a team to implement practice which reflects the school’s commitment to high achievement, effective teaching and learning To foster a climate of positive attitudes towards examinations Evaluate the effects of own supervision and use this analysis for improvement To be involved in identified initiatives and their monitoring and evaluation To secure and sustain an effective Examination environment Work with teachers to clarify examination conduct Seek guidance as appropriate on the conduct of examinations To act as a lead exam invigilator during peak examination periods Ensure that there is a safe working examination environment Promote inclusion and acceptance of all pupils within the examination room(s) Be aware of and comply with policies and procedures (in particular fire procedures for pupils during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person Participate in training and other learning activities as required Recognise own strengths and areas of expertise and use these to advise and support others  |
| **MAIN DUTIES** |  |
|  | The job will involve: Being available at least 30 minutes before and after the exam start time to assist the Exams Officer with preparation of exam rooms, ie: placement of table numbers, displaying posters according to the ICE Booklet, distribution of exam equipment (pens, pencils, mathematical instruments), etc. Assisting with the distribution of exam papers Checking the exam room before the exam Ensuring that candidates are seated according to the seating plan Completing the attendance register accurately Starting the exam promptly Maintaining exam conditions Reporting any misconduct Finishing the exam on time Collecting the exam papers as requested Ensuring the exam room is left in a suitable state Returning the exam papers to the exams officer Assisting in the collation of the completed scripts Attending yearly invigilation training sessions/refresher courses Invigilators may also be asked to invigilate the candidates with special considerations i.e. extra time, readers, scribes etc. Additional guidance will be given if this is the case. Invigilators must be totally familiar with the contents of the JCQ booklet ‘Instructions for the Conduct of Examinations’. Training will be given to ensure this criteria is achieved. Other duties that may be reasonably requested to meet the needs of the school. This is not an exhaustive list of responsibilities and related duties and may be amended at the discretion of the Head Teacher to meet the needs of the school.  |
|  | Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.  |
|  | Develop one and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others. To present a tidy appearance and behaving in a manner which is in keeping with the school ethos both within and outside the school.  |
|  | Valuing Diversity -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.  |
| **Date Job Description updated**  | February 2011  |
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| **PERSON SPECIFICATION**  |  |
| **Job Title**  | EXAMINATION INVIGILATOR  |

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| **MINIMUM ESSENTIAL REQUIREMENTS**  | **METHOD OF ASSESSMENT**  |
| **1. Skills and Knowledge**  |
| Ability to enthuse young people Enthuses staff with supervisory confidence Excellent team player Good organiser and administrator Contributes to a stimulating working environment Presence: projects self well on first impression Speaks confidently Good communicator written and oral Behaves effectively under pressure Appearance is smart, clean, maintained Accessible/approachable  |  Application Form/Interview Application Form/Interview Application Form/Interview Interview Interview Interview Interview Interview Application Form/Interview Interview Interview Interview  |
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| **2. Experience/Qualifications/Training etc**  |
| 2.  | Experience of working with young people Experience of working under pressure and to tight deadlines Good basic educational background Level 1/2 equivalent in Literacy and Numeracy Active personal development of skills  | Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview  |

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