**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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