

Job Description and Person Specification

Job Title	Examination Invigilator
Grade	Exam Invigilator - £10.79 per hour Lead Exam Invigilator - £11.18 per hour
Responsible to	Examinations Officer
Job Purpose	To implement examination procedures and ensure the proper conduct of examination candidates.
Main Activities and Responsibilities	<ul style="list-style-type: none"> • Hand out appropriate question papers to candidates • Read out examination instructions if required • Record examination start and finish times • Instruct candidates to begin examinations • Complete attendance register and seating plan as required • Ensure silence in the examination room and avoid disruption • Ensure that all candidates comply with any instructions and do not converse, signal or otherwise communicate with each other or other persons • Record any incidents and report these to the Senior Invigilator, Examinations Officer or other appropriate person • Supervise any students in isolation due to clashes in examination timetables. • At the end of the examination collect candidate and question papers in accordance with instructions • Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in doing so. • Follow JCQ regulations with regard to conduct of examinations
General	<ul style="list-style-type: none"> • To understand and apply school and Alpha Trust policies and procedures including Code of Conduct, ICT Acceptable Use and Safeguarding • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
Health & Safety	<p>Under the Health and Safety at Work Act 1974 all employees are responsible for:</p> <ul style="list-style-type: none"> • looking after their own safety and the safety of others affected by their work • co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards • reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures • taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager • using work equipment provided correctly, in accordance with instructions or training • ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented • reporting health and safety incidents, in accordance with the School's policy

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Principal to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

General Heading	Detail	Examples
Qualifications and Experience	Specific experience	Previous experience of working in an educational establishment is desirable but not essential
	Literacy	English to GCSE Grade C and above
	Numeracy	Maths to GCSE Grade C and above
Communication	Written	Ability to complete administrative documentation
	Verbal	Ability to exchange verbal information clearly with children and adults
	Confidentiality	Ability to keep information confidential
Working with Children	Behaviour Management	Understanding and implementation of school behaviour, sanctions and rewards policy
	SEN	Awareness of SEN and support required (training provided)
	Curriculum/School Organisation	General understanding of the school curriculum and organisation structure
	Safeguarding/Child Protection	Basic understanding of requirements and responsibilities of Safeguarding and Child Protection
	Health/Well Being	Ability to support children and young adults who may be unwell
Working with Others	Team Work	Work effectively as part of a team Ability to work independently Know how and when to seek support
	Information	Ability to provide clear, timely and accurate information
General	Flexibility	Ability to be flexible in terms of working hours, as per the requirements of the school
Skills	Organisational and Time Management Skills	Good organisational skills Ability to prioritise work and manage own time effectively Flexible attitude to day to day tasks
	Time Management	Ability to plan and manage own time effectively
	Creativity	Ability to follow instructions Ability to resolve problems independently
	CPD	Demonstrate commitment to own and others professional development