

Job Description

b Title:	Exam Invigila	w

Grade: Scale B3

Accountable to: Examination Officer

Accountable for: N/A

Any Special Conditions of Service: No smoking policy. Employed on claim for time

worked basis.

Purpose of the Role:

Invigilators are responsible for the correct running of external / internal examinations in the exam room.

Main Duties:

- 1. Preparing the exam room
- 2. Admitting candidates to the room in a quiet and orderly manner
- 3. Conducting the exam in accordance with the Joint Council for Qualifications Regulations
- 4. Registering the candidates present in the room
- 5. Invigilators must be constantly vigilant when the exam is running and should not do any other task
- 6. Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam
- 7. Invigilators are required to report to the Exams Office at least 30 minutes before the start of an examination session
- 8. At the end of the exam, papers should be collated and processed in accordance with the stated regulations

Other duties and responsibilities:

- 1. To participate in professional and personal development programmes as required, including training and performance review
- 2. To contribute to the team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities

- 3. To contribute to the overall ethos/work/aims of the school
- 4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- 5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
- 6. To support the School's Equality and Diversity Policy
- 7. To appreciate and support the work of other professionals
- 8. To undertake any other duties commensurate with the grade of the post

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

PERSON SPECIFICATION

POST TITLE: Guiseley School Exam Invigilators GRADE: B3

	Criteria (Essential / Desirable)	
SKILLS / EXPERIENCE / QUALITIES SOUGHT INCLUDE:	 Accuracy and attention to detail Excellent organisational skills A flexible approach to work Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Ability to work to predetermined instructions Ability to work as part of a team or alone as necessary Reliability and punctuality Ability to keep calm under pressure or during unexpected circumstances Ability to be discreet and confidential at all times Ability to judge when a decision is not theirs to make Effective oral and written communication skills Ability to be firm but fair at all times Presenting a smart and professional image 	Essential
	 Previous experience in a similar role / school environment 	Desirable
QUALIFICATIONS/ TRAINING	Equivalent of 5 GCSE subjects at grade C or above or NVQ2 equivalent	E
	Higher Education	D
	Participation in training and performance review	E
OTHER REQUIREMENTS	Willingness to be flexible with working hours to respond to School's needs	E
	Commitment to uphold School policies	E
HOW IDENTIFIED	Application form; certificates and selection process	