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| **Post Title** | **Grade** |
| **Exam Invigilator** | Grade 2 |

# Statement of Purpose

To work with the senior leadership team within the school to provide specific support for the invigilation of external examinations according to the instructions of the examining boards and the internal requirements of the school.

# Organisation

* Prepare the Examination Hall by ensuring that the room meets exam requirements i.e. centre number and clock clearly visible to all.
* To liaise with the examinations manager to ensure adequate supervision of examination rooms
* To liaise with the examination’s manager for students during examinations
* Contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher
* To supervise queues waiting to enter the examination room

# Supervision of Examinations

* Ensure that the candidates have correct papers
* Ensure the correct identification of all candidates
* Deal with extras candidates not on the register
* Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc
* Read erratum notices
* Notify candidates of the start of the exam
* Record the start and finishing times of exams
* Open and distribute papers and any other authorised materials to candidates
* Ensure attendance register is completed
* Supervise candidates in a quiet and unobtrusive manner
* Respond to candidates queries in accordance with the exam regulations
* Supervise any candidates who may need to leave the room in accordance with exam regulations.
* Supervise "clash" candidates between exams
* Distribute additional paper/equipment as required
* Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss
* Ensure the efficient timekeeping is maintained
* Ensure the school policy is adhered to
* Notify candidates that the examination is finished
* Ensure exam conditions are maintained until candidates are dismissed from room
* Collect scripts and ensure that they are never left unattended and are safely stored
* Check that nothing has been left at the desk and no graffiti has been made during the exam.

**Resources**

• Ensure that scripts are never left unattended and are safely delivered to the exams officer

• At the exam officer’s discretion, ensure that there are no missing scripts

**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

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head and the Office Manager than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is subject to regular review.

**Safeguarding**

Penk Valley Academy Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:

* Part 1 and Annexe A of “Keeping children safe in education”
* School safeguarding policies
* The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in ‘Part one’ of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

The post holder is required to 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. In addition, they are to contribute to the achievement of the school’s objectives through:

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.***

# Person Specification

**Exam Invigilator Level 1**

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| **Essential Criteria** | **Measured By** |
| **Experience**   * Experience of the examination process and invigilation * Good numeracy and literacy skills. | AF |
| **Qualifications/Training**   * NVQ 2 School Support Staff or equivalent qualification, or experience in relevant discipline. * Good numeracy and literacy skills. | I |
| **Knowledge/Skills**   * Good understanding and ability to use relevant documentation/ technology. * 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 * Methodical with a good attention to detail. | AF/I |
| **Behavioural Attributes**   * Customer focused. * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener. * Takes responsibility and accountability. * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a “can do” 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. * Acts with pace and urgency being energetic, 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. | AF/I |

AF - Application form I - Interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***

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