



# Notley High & Braintree Sixth Form

## Job Description & Person Specification

### Exams Invigilator

<b>Job Title</b>	Exams Invigilator.
<b>Grade</b>	£12.39 per hour
<b>Reports to</b>	Exams Administration Assistant / Examination Officer
<b>Liaison with</b>	Teaching staff, support staff, pupils.
<b>Job Purpose</b>	<p>To implement examination procedures and ensure the proper conduct of examination candidates in order to:</p> <ul style="list-style-type: none"> <li>• Ensure all candidates have an equal opportunity to demonstrate their abilities.</li> <li>• Ensure the security of the examination before, during and after the examination.</li> <li>• Prevent possible candidate malpractice.</li> <li>• Prevent possible administrative failures.</li> </ul>
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Ensure examination room is set up as per the JCQ requirements.</li> <li>• Ensure students enter the examination room in silence and once seated, collect in any prohibited items such as mobile phones, watches or any other electronic equipment or unauthorised materials.</li> <li>• Hand out appropriate question papers to candidates.</li> <li>• Read out examination instructions.</li> <li>• Record examination start and finish times.</li> <li>• Instruct candidates to begin examinations.</li> <li>• Complete attendance registers and seating plans as required.</li> <li>• Ensure silence in the examination room and avoid disruption.</li> <li>• Ensure that all candidates comply with any instructions.</li> <li>• Walk around the examination room, ensuring no candidate has unauthorised items.</li> <li>• Ensure candidates are as relaxed and calm as possible whilst adhering to rules and regulations.</li> <li>• Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons. Record any incidents and report these to the lead invigilator, exams officer or other appropriate person.</li> <li>• When necessary, escort candidates to the toilet.</li> <li>• At the end of the examination, collect candidates' papers in accordance with instructions.</li> </ul>



	<ul style="list-style-type: none"><li>• Collect in candidate exam cards and any other items such as stationery, data sheets etc.</li><li>• Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.</li><li>• Supervise and maintain exam conditions in alternate venues to include outside areas when required.</li><li>• On occasions assistance may be required with Access Arrangement students who require support in exams. This may be reading the examination paper and/or scribing for students with illegible handwriting. These duties usually include extra time in the exam.</li><li>• Supervise students in examination clashes.</li><li>• To assist when requested with the filing of candidate exam cards.</li><li>• Attend all training/feedback sessions</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• 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.</li><li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li></ul>



## PERSON SPECIFICATION EXAMS INVIGILATOR

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of general clerical work  Basic level of education
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier  Ability to use word processor  Basic knowledge in IT
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with pupils and colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop



	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role



**Bridge Academy Trust**