

## Examinations Invigilator

<b>GRADE:</b>	£13.85 per hour
<b>PATTERN:</b>	As required
<b>RESPONSIBLE TO:</b>	Examinations Officer and Trustees

## Job Description

### 1. Main Purpose of the Job

- 1.1. To provide support to the examination process, ensuring appropriate examination board standards are met and examinations are properly conducted.
- 1.2. It should be noted that it is expected that the job description will evolve as both the role and the post holder develops.

### 2. Accountabilities

- 2.1. To ensure that conduct in the examination venues are exemplary.
- 2.2. To ensure all internal and public examinations are run according to Joint Council for Qualifications (JCQ) regulations.
- 2.3. To develop and nurture effective working relationships with a range of colleagues and members of the school community.

### 3. Duties & Responsibilities

- 3.1. To support the Examination Officer with the day-to-day management of examinations. This will include:
  - Assisting in setting up examination rooms; laying out stationery, equipment and examination papers in accordance with strict procedures
  - Ensuring the room has been set up with all necessary notices, clocks, start and finish times showing etc.
  - Ensuring candidates do not communicate in examination rooms and that no unauthorised material or equipment is brought into the examination
  - Informing candidates of regulations in relation to the examination, and starting and finishing the exam in accordance with strict procedures
  - Invigilating during examinations, dealing with queries raised by candidates, and dealing with any irregularities in accordance with strict procedures
  - Checking attendance during examinations, checking the seating plan and verifying candidates' identity as appropriate
  - Recording late arrivals and taking note of individuals' finishing times
  - Supervising examinations clash candidates as instructed
  - Ensuring all scripts have been collected in and question papers gathered in before dismissing candidates from examinations, and managing their exit in an orderly manner
  - Arranging scripts in accordance with the Attendance Registers
  - Being vigilant at all times and supervising candidates to prevent cheating and distractions
  - Ensuring papers and scripts are kept secure at all times until handed over to the Examination Officer
  - Adhering to the policies and procedures of Isleworth & Syon School
  - Any other examinations-related work as directed by the Examination Officer

**3.2.** To enable invigilators to fulfil their duties and responsibilities, you need to be aware that:

- Examinations take place throughout the year and the length of sessions can vary.
- You will always need to be available from the start of sessions, which could be as early as 08:00 for morning sessions and 13:15 for afternoon sessions.
- Annual training is a mandatory requirement from the Joint Council for Qualification (JCQ). This is usually held at the start of the Summer Term.
- At all times you will be consulted on the sessions that you can attend before examination rotas are published.

## 4. Knowledge & Experience

Please see Person Specification.

## 5. Performance Standards

Performance will be measured against outcomes in relation to set targets and progress as measured against individual and/or team development plans.

## 6. Additional Information

- 6.1.** This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 6.2.** This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the post holder.
- 6.3.** The post requires that you should take an appropriate share of the responsibilities attached to staff generally within the school in connection with the work of the team/department and school.
- 6.4.** Post-holders will adhere to the Staff Code of Conduct and the Dress Code for Staff and show a record of excellent attendance and punctuality.
- 6.5.** Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Child Protection Policies and Procedures, and General Data Protection Requirements are to be followed at all times.
- 6.6.** Post-holders will be involved, as required, with the development of quality standards and performance measures and to ensure they are implemented and maintained.
- 6.7.** Post-holders will provide support to students during periods of contact and help promote the values and aims of the School and a general feeling of well-being at all times.

<b>JOB HOLDER SIGNATURE:</b>		<b>DATE:</b>	
<b>PRINT NAME AND TITLE:</b>			

<b>LINE MANAGER SIGNATURE:</b>		<b>DATE:</b>	
<b>PRINT NAME AND TITLE:</b>			

Please see the Person Specification on the next page.

# Person Specification

SECTION	ASSESSMENT METHOD
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	
<ul style="list-style-type: none"> <li>• A good standard of general education</li> <li>• Good communication skills both verbal and written, including spoken fluency and accuracy in English</li> </ul>	Application form Proof of qualifications
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Previous work in a professional environment</li> <li>• Experience of working in an educational environment would be desirable</li> <li>• Experience of working in an invigilation role would be desirable</li> </ul>	Application form Interview
<b>PERSONAL ABILITIES &amp; QUALITIES</b>	
<ul style="list-style-type: none"> <li>• Reliable and punctual</li> <li>• Integrity and a conscientious approach to work</li> <li>• Vigilance and the ability to concentrate</li> <li>• Self-confident and assertive</li> <li>• Accuracy and attention to detail</li> <li>• Work effectively as part of a team; developing positive relationships with colleagues and students</li> <li>• Possess excellent organisational skills</li> <li>• Ability to work on own initiative and as part of a team and judge when to take decisions and when to seek advice</li> <li>• Ability to work under pressure and work to deadlines</li> <li>• Adaptability, flexibility and resilience</li> <li>• A willingness to undertake training</li> </ul>	Application form Interview
<b>SKILLS &amp; KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>• An understanding of examination processes</li> </ul>	Application form Interview
<b>COMMITMENTS</b>	
<ul style="list-style-type: none"> <li>• Ability to work at various times to meet the needs of examinations throughout the year</li> <li>• A commitment to the school's ethos, aims and its whole community</li> <li>• A commitment to the mission and values of the school</li> <li>• A commitment to the highest standards of child protection</li> <li>• A commitment to equal opportunities</li> <li>• A commitment to high standards of professionalism</li> </ul>	Application form Interview Tasks

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

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We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.