

Ashlyns School: Role Description Support Staff

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| Title of Post | Exam Invigilator (a variable hours post) |
| Grade (including allowances) | £12 per hour |
| Reporting to | Exams Officer |
| Hours | Variable/seasonal hours on a claim basis |

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Support the aims and ethos of the school
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Main purpose of role

To assist with the administration and smooth running of public and school examinations and assessments; to work in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session as set by JCQ; to ensure equal opportunities and accessibility of examinations are available to all candidates

Duties Specific to the Post Holder

Working as part of a team duties may include, but not be limited, to the following:

- Assist with setting-up exam/assessment venues: organising stationery, equipment and examination papers in accordance with the JCQ Guidelines; (Instructions for the Conduct of Examinations)
- Assist candidates before the start of an examination/assessment: direct students to their seats and advise about possessions permitted in examination rooms
- Ensure students do not communicate inside examination rooms

- Start and finish the examination in line with JCQ Guidelines, including late arrivals
- Invigilate during examination, dealing with queries raised by candidates and dealing with examination irregularities in accordance with the JCQ Guidelines; (Instruction for the Conduct of Examinations)
- Check attendance during examinations
- Escort candidates from rooms during the examinations/assessments as required, and supervising candidates whilst outside examination rooms;
- Collect and collate scripts at the end of the examination/assessment
- Supervise candidates leaving examination rooms, ensuring that candidates do not remove equipment or stationery from the room without authorisation and ensuring that candidates leave rooms in an orderly and quiet manner
- Assist examination staff with other examination processes. This may include: packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from rooms as appropriate
- Reading/scribing for students with Access Arrangements

Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| 1. A good standard of general education, including a C/5 grade at GCSE (or equivalent) in English and Maths | X | |
| 2. A Level qualifications | | X |
| 3. Degree qualification | | X |
| Experience | | |
| 4. Experience of working in a school environment | | X |
| 5. Working as a part of a team, as well as on your own initiative | X | |
| Knowledge | | |
| 6. Demonstrate an understanding of issues linked to confidentiality | X | |
| 7. Demonstrate an understanding of safeguarding procedures | X | |
| Skills | | |
| 8. Excellent literacy skills, the ability to communicate effectively both orally and in writing with school staff, families and other professionals | X | |
| 9. Ability to use IT systems effectively | X | |
| 10. Ability to persuade and negotiate as well as good interpersonal/communication skills | X | |
| 11. Demonstrate an ability to cope with stressful/conflict situations | X | |
| 12. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation | X | |
| 13. The flexibility to adapt to changing workload demands and new school challenges | X | |
| Personal Qualities | | |
| 14. Strong interpersonal skills | X | |
| 15. Good role model | X | |
| 16. Energetic, creative and enthusiastic | X | |
| 17. Co-operative, flexible and responsible | X | |
| 18. Ability to take and follow direction while prioritising work under own initiative | X | |
| 19. Reliable, well organised and committed to high standards | X | |
| 20. Accurate with a good eye for detail | X | |
| 21. Able to maintain confidentiality | X | |