



Oldfield School Job Description

Position:	Exam Invigilator
Responsible To:	Examinations Officer
Grade:	£8.21 per hour (£9.20 an hour including holiday plussage)
Disclosure Level:	Enhanced DBS
Contract:	Employed on a casual basis to work during the examination periods of the school.

Core purpose of the post:

- To invigilate examinations in accordance with the Joint Council for General Qualifications' regulations.

Duties and responsibilities attached to this post are as follows:

Core Responsibilities

1. Preparation of the examination room.
2. Distributing seating cards, examination papers and equipment as required.
3. Writing details that are to be displayed to candidates (eg exam title and length of the exam) on the front board.
4. Assisting in admitting candidates in a quiet and orderly manner.
5. Supervising the examination, adhering to strict rules and regulations set by examination boards.
6. Reporting any suspected malpractice.
7. Collecting and checking completed scripts.
8. Tidying desks and equipment at the end of the examination session.
9. Occasional supervision of candidates between exams, as directed.
10. Carry out other duties as are required and as are commensurate with the grade of the post as allocated at the discretion of the Headteacher.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

The period of appointment and hours worked is entirely dependent on the need for invigilation. Each exam session is different, and invigilation may be required from 8am to 5pm. Successful candidates will be expected to provide details of non-availability within the exam periods.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Person Specification

The following person specification outlines the key skills and experience required for this position.

The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.

Essential / Desirable (D)

Qualifications

- A good standard of education.

Experience

- Experience of working with young people or in an educational environment (D).

Knows about:

- The national curriculum in secondary schools (D).

Able to:

- Communicate clearly, both verbal and written, with adults and students.
- Demonstrate empathy with young people.
- Work to pre-determined instructions.
- Remain calm under pressure or during unexpected circumstances.
- Work as a member of a team.
- Demonstrate an understanding of the aims, purposes and working of a school (D)

Committed to:

- Inclusion and the ability and right of all to be the best they can be.
- A willingness to learn and ask for support.
- The developing and sustaining of a safe, secure and healthy school environment.

Personal Qualities

- To be well organised and vigilant.
- To be responsible, punctual, calm and approachable.