

Tadcaster Grammar School

JOB DESCRIPTION

POST: Exam Invigilator	
GRADE: Grade C	
RESPONSIBLE TO: Examinations Officer	
STAFF MANAGED: None	
JOB PURPOSE:	To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best.
JOB CONTEXT:	<p>All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Supervise the candidate's entry into the examination venue • Ensure correct identification of all candidates • Invigilate the examination/test • Respond to pupil requests during the examination • Ensure no unauthorised material is consulted • Escort candidates from the location during the examination, such as toilet breaks • Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies
Communications	<ul style="list-style-type: none"> • Communicate examination procedures and conditions to pupils clearly and oversee behaviour • Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions • Notify candidates of the start and finish times of the examination



Resource management	<ul style="list-style-type: none"> Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures Distribute additional paper and equipment as required Collect examinations papers from the candidates at the end of the examination
Safeguarding	<ul style="list-style-type: none"> To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> Ensure the candidate attendance and absence records are completed accurately
Planning and Organising	<ul style="list-style-type: none"> Ensure the accurate timing of the examination
Data Protection	<ul style="list-style-type: none"> To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Date of Issue:	

PERSON SPECIFICATION

JOB TITLE: Exam Invigilator

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Basic understanding of exam rules and procedures 	<ul style="list-style-type: none"> Knowledge of examination board rules and regulations An understanding of examination processes Knowledge of school behavioural policies
Experience	



	<ul style="list-style-type: none">• Experience of working in a school setting• Experience of invigilating examinations/tests
Occupational Skills <ul style="list-style-type: none">• Good interpersonal and communication skills• Accuracy and attention to detail• Flexible• Reliable and punctual• Ability to work calmly under pressure• Ability to make decisions quickly• Observational skills	
Qualifications <ul style="list-style-type: none">• Good general standard of education• Good literacy and numeracy skills• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	
Other Requirements <ul style="list-style-type: none">• Enhanced DBS clearance	

NB – Assessment criteria for recruitment will be notified separately.