



## JOB DESCRIPTION

*Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.*

**Job Title:** Senior Examination Invigilator

**Salary:** £10.69 - (Grade 3) Casual hours term time only

**Responsible to:** Examinations Officer

### **1. JOB PURPOSE**

- 1.1. To ensure that examinations are conducted promptly, efficiently, and in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage in any candidate.

### **2. KEY TASKS**

- 2.1. Arrive 45 minutes before the starting time of the examination and support for 30 minutes after the examination has ended.
- 2.2. Be familiar with the JCQ Instructions for Conducting Examinations and any specific instructions related to the subjects being examined.
- 2.3. Assume responsibility for the smooth running of a large exam venue, overseeing a team of invigilators in this task. Ensure that all invigilators are allocated tasks and are familiar with any important information for that exam session.
- 2.4. Supervise and assist with layout of exam venue, i.e desks, answer books, exam stationery, mobile phone bags.
- 2.5. Supervise candidates upon their entry to the exam venue; ensure candidates place coats and bags at back of hall and are seated in line with the seating plan.
- 2.6. Issue clear and repeated warnings to candidates re. the consequences of malpractice, particularly the use of mobile phones.
- 2.7. Liaise with the Exams Officer to accommodate, as far as possible, any non-entered candidates who arrive to sit the exam.
- 2.8. Organise distribution of exam papers according to seating plan.

- 2.9. Brief candidates at the outset: advise them of exam conditions required under JCQ regulations, inform them of emergency evacuation procedures, and issue any necessary guidance about the exam papers / materials.
- 2.10. Ensure that an accurate attendance list is completed and copied for the attendance officer (original to remain for exam dept. records), and that the invigilation records are fully completed.
- 2.11. Notify staff of any absent students, and make arrangements to admit late-comers as smoothly as possible.
- 2.12. Ensure that the examinations are conducted in a manner whereby no candidate has any undue advantage, nor suffers any disadvantage.
- 2.13. Ensure that invigilators supervise candidates rigorously throughout the entire exam and give complete attention to this duty.
- 2.14. Deal quickly with any incidents of pupil illness or disruption during the examination.
- 2.15. Notifying the Examinations Officer of any concerns during/after the exam, as appropriate.
- 2.16. Supervise collection of all questions papers and scripts at the end of the final exam.
- 2.17. Count exam scripts and cross-reference against attendance list to ensure that every student's script is present and accounted for, before leaving the exam venue.
- 2.18. Supervise return of exam scripts to exams office.
- 2.19. If necessary, assist Exams Officer in collating scripts and preparing for dispatch.
- 2.20. Any other duty in keeping with role as requested by the Examinations Officer.
- 2.21. Meetings & Events:
  - Attend initial invigilator training session and subsequent annual update training, as required under JCQ regulations.
  - Attend and participate in such Staff Meetings/other working groups as are appropriate to the role.
- 2.22. Professional Development
  - Attend and participate in training and staff development programmes as per the school's Staff Development Policy.
  - Participate in such Performance Management arrangements as the school adopts.
- 2.23. Any other reasonable tasks commensurate with the role.

**3. SUPERVISION**

- 3.1. SUPERVISING OFFICER(S): Examinations Officer
- 3.2. RESPONSIBLE FOR: Invigilators

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED.**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder; but only after full consultation with the postholder.

To be signed after agreement is reached.

Headteacher..... Signed:.....

Postholder .....Signed:.....

Date:.....

## PERSON SPECIFICATION

### EXAMINATION INVIGILATORS

#### Essential Experience and Qualities

- Good verbal communication
- Ability to work on their own initiative without direct supervision and if so required to arrange his/her own agenda of work
- Ability to work within a team
- Enjoy working with young people
- Ability to work under pressure
- Ability to work accurately and have a methodical approach
- To be reliable and honest
- To have good time-keeping and attendance record
- Possess a flexible approach and attitude
- A willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with
- No contra-indications for working with children (as part of the safeguarding process).

#### **All offers of appointment are subject to:**

- a) Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- b) Satisfactory references.** One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- c) Confirmation of correct National Insurance number** through checks with the relevant government agencies
- d) Criminal records clearance at the enhanced level**
- e) Eligibility to work in the UK** by providing a relevant document as specified by the Asylum and Immigration Act 1996
- f) Evidence of qualifications** outlined on your application form