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# Hodge Hill College

## **Safeguarding Statement**

***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.***

<b>Post Title:</b>	<b>Examination Assistant</b>
<b>Salary:</b>	£14.83 per hour
<b>Grade:</b>	Grade B
<b>Hours:</b>	Casual Hours
<b>Contract:</b>	Casual Contract, Term Time Only
<b>Responsible to:</b>	Data & Exams Manager
<b>Responsible for:</b>	Exams Assistants

### **Job Purpose**

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

### **Duties and responsibilities**

- Arrive 45 minutes before the starting time of the examination and support for 30 minutes after the examination has ended.
- Be familiar with the JCQ Instructions for Conducting Examinations and any specific instructions related to the subjects being examined.
- Assume responsibility for the smooth running of a large exam venue, overseeing a team of Examination Assistant in this task. Ensure that all Examination Assistants are allocated tasks and are familiar with any important information for that exam session.
- Supervise and assist with layout of exam venue, i.e. desks, answer books, exam stationery, mobile phone bags.
- 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.
- Issue clear and repeated warnings to candidates re. the consequences of malpractice, particularly the use of mobile phones.

- Liaise with the Data & Exams Manager to accommodate, as far as possible, any not entered candidates who arrive to sit the exam.
- Organise distribution of exam papers according to seating plan.
- 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.
- 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.
- Notify staff of any absent students, and make arrangements to admit late-comers as smoothly as possible.
- Ensure that the examinations are conducted in a manner whereby no candidate has any undue advantage, nor suffers any disadvantage.
- Ensure that Examination Assistants supervise candidates rigorously throughout the entire exam and give complete attention to this duty.
- Deal quickly with any incidents of pupil illness or disruption during the examination.
- Notifying the Exams & Data Manager of any concerns during/after the exam, as appropriate.
- Supervise collection of all questions papers and scripts at the end of the final exam.
- 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.
- Supervise return of exam scripts to exams office.
- If necessary, assist Data & Exams Manager in collating scripts and preparing for dispatch.
- Any other duty in keeping with role as requested by the Data & Exams Manager.

### **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

### **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.
- Any other reasonable tasks commensurate with the role.

## Other Duties

**To ensure all tasks are conducted under a professional standard and adhering to the departments operational standards:**

- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Be aware of and adhere to school policies and procedures as set out in the staff handbook and other documentation available, including safeguarding and child protection, Health & Safety, Staff code of conduct, data protection etc. reporting any concerns to an appropriate person.
- Appreciate and support the role of other professionals
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- To adhere to the ethos of the school
- any other reasonable tasks commensurate with the role

Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.

Signed: ..... (Line Manager)      Date: .....

Signed: ..... (Job Holder)      Date: .....

*It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.*

**PERSON SPECIFICATION**  
**Senior Examinations Assistant – Grade 3**

<b>EXPERIENCE, SKILLS AND ABILITIES</b> (E.g. Written communication skills, dealing with the public and Relevant Work Experience)	<ul style="list-style-type: none"> <li>• Good verbal communication</li> <li>• Ability to work on their own initiative without direct supervision and if so required to arrange his/her own agenda of work</li> <li>• Ability to work within a team</li> <li>• Enjoy working with young people</li> <li>• Ability to work under pressure</li> <li>• Ability to work accurately and have a methodical approach</li> <li>• To be reliable and honest</li> <li>• To have good time-keeping and attendance record</li> <li>• Possess a flexible approach and attitude</li> <li>• A willingness to take responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with</li> <li>• No contra-indications for working with children (as part of the safeguarding process).</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• <b>Smart appearance</b></li> <li>• <b>Pleasant manner with clear diction</b></li> <li>• <b>Ability to work as part of a team</b></li> </ul>

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

1. A satisfactory enhanced Disclosure and Barring Service Check  
*(For those who will be engaging in regulated activity, with barred list information)*
2. Two 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.
3. Verification of identity
4. Verification of right to work in the UK
5. Verification of mental and physical fitness to carry out work responsibilities
6. Any additional checks needed for time spent living or working overseas
7. Qualification checks as outline on your application form
8. A check that you are not subject to a prohibition order issued by the secretary of state  
*(For teachers only)*