Hodge Hill College

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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.

Post Title: **Examinations Invigilator**

Salary: £13.26 per hour

Grade: Grade A

Hours: Casual Hours

Contract: Casual Contract, Term Time Only

Responsible to: Senior Examinations Invigilator, Data & Exams Manager

Responsible for: N/A

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.
- Be familiar with the JCQ Instructions for Conducting Examinations, JCQ Notice to Candidates and Warning to Candidates, and any specific instructions relating to the subjects being examined
- Assisting Data & Exams Manager and Senior Examinations Assistant in setting out exam desks, question papers, exam stationery etc.
- Supervising candidates upon entry and exit of examination room.
- Ensure candidates remove coats and bags before being seated.
- Warn candidates that they must hand over any unauthorised material (including iPods, mobile phones, MP3 players, pagers and any other products with text facilities).
- Ensuring candidates are seated in accordance with the seating plan at the beginning of each examination.
- Issuing instructions to candidates at the start of the examination where the Subject Leader, Senior Examinations Assistant or a member of the leadership team is not present.
- Checking that all candidates are present and alerting staff if anyone is missing.

- Checking clocks are displaying the correct time during the examination.
- Ensuring that the examinations are conducted in a manner whereby no candidate is seen to have any advantage or disadvantage.
- Supervise the candidates throughout the whole time the examination in progress and give complete attention to this duty at all times.
- Dealing with incidents of pupil illness or disruption during the examination.
- Notifying the Data & Exams Manager of any concerns during/after the exam.
- Collecting all questions papers and scripts at the end of the specified time.
- Assisting the Data & Exams Manager in collating scripts and preparing for post.

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.

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PERSON SPECIFICATION
Examinations Assistant – Grade 2

EXPERIENCE, SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public and Relevant Work Experience)	• You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) • No contraindications for working with children (as part of the safeguarding process). • 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
OTHER	• **Smart appearance** • **Pleasant manner with clear diction** • **Ability to work as part of a team**

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)