

## Job Description & Information

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Exam Invigilator - Relief</b>
<b>Terms</b>	No guaranteed hours, as and when required
<b>Reporting to</b>	Exams and Data Manager
<b>Job Purpose</b>	<p>To provide exam invigilation support to the school. This role is essential to the smooth running of the examination process and ensuring correct procedures are followed.</p> <p>Due to the Government's workforce reform for teachers, they are no longer required to routinely invigilate public or internal examinations. Instead, their time will be directed to more pupil-centred activities.</p> <p>For this reason, we have a pool of exam invigilators. We use invigilators not only for the summer exams but also for internal examinations throughout the year.</p> <p>A good exam invigilator is someone who can demonstrate:</p> <ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> <li>• A flexible approach to work</li> <li>• An ability to relate to young people yet maintain an air of authority</li> <li>• An attention to communicate to staff and students with accuracy</li> <li>• Reliability and punctuality</li> <li>• An ability to work to rules and regulations</li> </ul> <p>The responsibilities of the post include:</p> <ul style="list-style-type: none"> <li>• Setting up the exam room</li> <li>• Getting candidates into the room according to the regulations</li> <li>• Giving out exam papers and ensuring that each candidate has the correct exam paper</li> <li>• Reading exam notices</li> <li>• Recording start and finish times and preparing seating plans</li> <li>• Starting and finishing exams</li> <li>• Dealing with questions and requests for equipment</li> <li>• Contacting teachers when necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervising candidates who have exam clashes</li> <li>• Supervising individual candidates who may be working in a separate room</li> <li>• Checking and packing scripts at the end of the exam</li> </ul> <p>Invigilation times will be booked in advance but it is not unusual for small variations of times to be necessary at short notice. The main exam periods are in the summer, but invigilators will be required at various times throughout the year. A rota is created and shared with all invigilators, set out in two blocks consisting of morning and afternoon. Timings of these blocks are confirmed within the rota and shared well in advance for scheduling.</p> <p>Invigilators will be paid monthly and by the hour following submission of accurately completed time sheets.</p> <p>Exams take place in school.</p> <p>Full training in exam regulations and procedures will be provided. This training will take place prior to the exam period and invigilators will be paid during this training time.</p> <p>This post has access to children and is therefore subject to a Disclosure and Barring Service check. Invigilators are not allowed to invigilate exams being taken by their own children and you should make clear in your letter of application if you have children at Anthony Gell School.</p> <p>There are no guaranteed hours with this post but rather you will be part of a pool of invigilators. We will contact you, giving as much notice as possible, when we would like you to work.</p>
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**All employees have the responsibility to:**

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's Performance Management (Appraisal) process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Represent the school at events as appropriate
- Support and promote the school's ethos and values
- Ensure any documentation produced is to a high standard and is in line with the brand style
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Undertake any other reasonable duties at the request of the Headteacher

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

**SIGNATURES**

a. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

b. The remuneration for this role is grade 4.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

## Person Specification for Exam Invigilator

<b>Education and Qualifications</b>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• 5 GCSE A* - C ( or equivalent) including English and Maths</li> </ul>	<b>Assessed by:</b>  <b>A, I, R</b>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of busy work/school environment</li> <li>• Experience of working as part of a team</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of working with students 11-18yrs</li> <li>• Experience of addressing large groups</li> </ul>	<b>A, I, R</b>
<b>Special Aptitudes</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• A commitment towards safeguarding and supporting children/young people</li> <li>• Ability to communicate effectively and appropriately with children and young people</li> <li>• Professional manner at all times</li> <li>• Willingness to be flexible and respond to the working hours required by the school</li> <li>• Ability to remain calm</li> </ul>	<b>A, I, T, R</b>
<b>Interpersonal Skills</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Excellent attendance</li> <li>• Excellent punctuality</li> <li>• Integrity</li> <li>• Reliability</li> <li>• Positive attitude</li> <li>• Able to maintain an air of authority</li> </ul>	<b>A, I, T, R</b>