

Job Description



POST:	Exam Invigilator
ACADEMY:	Oasis Isle of Sheppey
RESPONSIBLE TO:	Principal/Examinations Officer
SALARY:	SCP5
LOCATION:	Oasis Isle of Sheppey
WORKING PATTERN:	Variable between 08:00 and 17:00
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

SPECIFIC RESPONSIBILITIES:

- Check the examination room prior to the arrival of candidates to ensure that heating, lighting, ventilation and levels of extraneous noise are acceptable.
- Check that no display materials that might be helpful to candidates are visible.
- Ensure a reliable clock of readable size is visible to each candidate.
- Ensure appropriate warnings to candidates are displayed both inside and outside the examination room.
- Ensure a notice to candidates is displayed in a public place outside the examination room.
- Check the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
- Carry out checks on the identity of candidates on their arrival.
- Ensure official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
- Check candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
- Check candidates have all the necessary material to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.



- Supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- Complete the attendance register during the examination, in accordance with the instructions of the awarding body.
- Be aware of the actions to be taken in the event of an emergency such as a fire alarm or bomb alert.
- At the end of the examination, collect all scripts and ensure that candidates have used their correct centre and candidate numbers.
- After collation, ensure the scripts are handed to the person responsible for dispatching the scripts to Examiners.
- Collect all unused stationery in the examination room and return it to the Examinations Officer.
- Ensure that the room is left in a tidy condition.
- Support the academy examinations department with the distribution of exam results.
- Support the academy examinations department with administrative tasks as required.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Examinations Invigilator Person Specification



Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is rooted in what we believe and who we are. It is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is these ethos values that we want to be known for and live by. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Hub and Academy community.

	Essential	Desirable
Qualifications	Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Ability to demonstrate accuracy and attention to detail. • Ability to relate to candidates yet maintain an air of authority. • Ability to communicate with candidates and members of staff clearly and accurately. • Ability to work as part of a team or alone as necessary. • Ability to demonstrate effective oral and written communication skills. 	<ul style="list-style-type: none"> • A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications). • A sound knowledge of the roles of the JCQ and awarding bodies. • A sound knowledge of the school's examination policy and procedures.

	<ul style="list-style-type: none"> • Ability to act on own initiative, dealing with any unexpected problems that arise. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	