

JOB DESCRIPTION – EXAMINATION INVIGILATOR

Job details

Salary: KR3

Reporting to: Examinations Officer

MAIN PURPOSE

We are looking for a reliable, enthusiastic and organised individual to join our examination invigilation team.

You will supervise students taking both internal and external examinations, as necessary throughout the school year.

Invigilators should possess good interpersonal skills with an ability to deal with matters calmly, swiftly and firmly without being confrontational.

Invigilators help to make sure that the right candidates are in the right place and follow all examination regulations. They distribute vital information and ensure candidates have all the materials needed for each examination.

DUTIES AND RESPONSIBILITIES

- Setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Ensuring that there is adequate space between desks in examination rooms to discourage malpractice
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Offering advice and guidance to unregistered candidates without allocated seats
- Ensuring that candidates do not talk once inside examination venues
- Removing and storing mobile phones for the duration of the examination
- Organising the correct procedures for lending equipment to candidates
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations
- Recording details of late arrivals
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues



- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- Check examination papers on arrival and ensuring the correct component and number have been received
- Be aware of the evacuation procedure in the event of an emergency, be familiar with the emergency exit for each examination room and ensure that examination regulations are maintained if an emergency evacuation is required
- Organise the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- Set clear and high expectations of students in line with the aims of the school
- Maintain good order and discipline among students and safeguard their wellbeing
- Register the attendance of students and implement the school's attendance policy to follow up absence and raise attendance
- Contribute to the school's commitment to raising achievement for all
- Contribute to and promote the school's Christian ethos in all your actions
- Participate in and take responsibility for your training and professional development
- Implement all whole school and local authority policies
- Ensure a consistent ethos in line with The Archbishop's School Code of Practice

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	GCSE English and maths at A*- C or level 2 equivalent
KNOWLEDGE	Experience of using an MIS system
SKILLS & ATTRIBUTES	<p>Good ICT and keyboard skills</p> <p>Experience of using Word, Excel, and Outlook</p> <p>Good organisational skills, ability to show initiative</p> <p>Good communication skills</p> <p>Excellent attention to detail</p> <p>Understanding of the practical application of Equal Opportunities</p> <p>Ability to converse at ease with parents and students and members of the public and provide advice in accurate spoken English</p>
PERSONAL CHARACTERISTICS	<p>Ability to work as part of a team</p> <p>Ability to reflect.</p> <p>Ability to use your own initiative but also know when matters need to be referred to your line manager</p> <p>Ability to demonstrate patience</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children</p> <p>Be able to maintain confidentiality</p> <p>Have a willingness to demonstrate commitment to our Christian vision and values</p>