**The Royal Harbour Academy**

**Job Description & Person Specification: Examination Invigilator**

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| Line Manager: | Examination Officer |
| Date: | September 2020 | Hourly Rate: £8.72 |  |
| Hours: | Casual zero hour contract |  |  |
| Normal Working Hours(to be agreed with LM) | To Be Agreed |  |  |

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| 1 | PURPOSE OF JOBEnsure a calm environment to give the candidates the best possible opportunity to be successful in their exams. |
| 2 | MAIN DUTIES* Help organise students at the start and end of each exam.
* Provide the correct information and material for successful completion of the exam.
* Ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied).
* To play a key role in upholding the integrity of the examination process.
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| 3 | BEFORE EXAMS* To report to and be briefed by the exams officer prior to each exam session.
* To keep exam papers and materials secure before, during and after exams.
* To ensure exam rooms are set out according to the instructions.
* To admit candidates into exam rooms.
* To identify, seat, and instruct candidates in the conduct of their exams.
* To distribute the correct exam papers and materials to candidates.
* To deal with candidate queries.
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| 4 | DURING EXAMS* To supervise candidates at all times and be vigilant throughout exams.
* To keep disruption in exam rooms to a minimum.
* To deal with emergencies or irregularities effectively.
* To record/report any disruption or irregularities.
* To complete attendance registers.
* To deal with candidate queries.
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| 5 | AFTER EXAMS* To collect exam scripts.
* To dismiss candidates from the exam room.
* To check candidates’ names on scripts match the details on the attendance register.
* To securely return all exam scripts and exam materials to the Exams Officer.
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| 6 | OTHER* To attend training, refresher or review sessions as required
* To undertake, where required and where able, other duties requested by the exams officer, for example; supervision of clash candidates between exam sessions.
* Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
* Exams-related administrative tasks.
* To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community.
* To report any concerns regarding safeguarding to the Line Manager
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| 6 | KNOWLEDGE* Invigilators should be familiar with the document ‘Guidelines to Students sitting Public Examinations’. If students breach these regulations a member of the exams team should be notified immediately.
* Awareness of Data Protection and confidentiality issues.
* Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety.
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| 7 | HEALTH & SAFETY* Employees have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.
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| 8 | SAFEGUARDING* All staff are responsible for the safeguarding of children in line with the school’s Safeguarding (Child Protection) Policy. All new staff will be provided with training to enable them to do so.
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**Exam Invigilator – Person Specification**

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| 1. | The ability to communicate effectively with school staff and the wider community. |
| 2. | The ability to be patient and remain calm in challenging and busy situations. |
| 3. | A willingness to undergo relevant training, as required, in order to develop further in the role. |
| 4. | An awareness of and ability to maintain the confidential aspects of the job. |
| 5. | A willingness to promote and contribute to the happy atmosphere of the school. |
| 6. | To contribute and be a part of great team environment. |
| 7. | Be honest, reliable and approachable |
| 8. | To have a positive approach to problem solving. |
| 9. | An awareness of relevant school policies and procedures: e.g. Equal Opportunity, Behaviour Anti Bullying school rules, first aid, fire evacuation, Health & Safety and Child Protection |

**Personal Development**

* To assess development and training needs and discuss with line manager.
* To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
* To keep own personal records of all staff development activities in which you are/have been involved.
* To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher and Business Manager.

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. It will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and copy held on personnel file.

Employee name: ………………………………………………………………………

Signed: …………………………………………………………. Date: ……………………