

## Brentwood Ursuline Convent High School



### Job Description

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| <b>Job Title</b>      | Exams Invigilator (Ad Hoc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Grade</b>          | Band 2 Point 3-4 (Fringe)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Reports to</b>     | Examinations Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Liaison with</b>   | Teaching staff, support staff, students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Hours of work:</b> | <p>Hours and availability of work both variable and flexible with Exam sessions throughout the year, with key periods of employment during Public Exams in November, January and the Summer Term.</p> <p>Hours of work are variable but the start time for morning exams is 9am and 1.30pm for afternoon exams, with invigilators being required to start work up to half an hour before these times. Finish times would be according to the length of individual exams.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Job Purpose</b>    | To implement examination procedures and ensure the proper conduct of examination candidates. Training will be given.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Duties</b>         | <ul style="list-style-type: none"><li>• Working as part of our team of invigilators, or possibly alone, supervising examinations in school.</li><li>• Invigilators must be firm but fair at all times and be able to relate to candidates yet maintain an air of authority. They should keep calm under pressure or during unexpected circumstances. Invigilators also need to be reliable, punctual, be able to follow instructions and have a flexible approach to work.</li><li>• Ensure that exams are conducted in accordance with JCQ and awarding body regulations.</li><li>• Maintain security and confidentiality at all times.</li><li>• Set up, or assist with, setting up of examinations rooms, seating of candidates and distribution of question papers and answer booklets.</li><li>• Supervise candidates during the exams, ensuring that no inappropriate items are brought into the exam room, such as mobile phones or notes, and that candidates do not communicate with other candidates.</li><li>• Hand out appropriate question papers to candidates.</li><li>• Read out examination instructions.</li><li>• Record examination start and finish times.</li><li>• Instruct candidates to begin examinations.</li><li>• Complete attendance register and seating plan as required.</li><li>• Allocate candidate cards according to instructions.</li><li>• At the end of the examination, collect candidate and question papers in candidate number order and ensure that they are kept under secure conditions, in accordance with instructions.</li></ul> |

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|                | <ul style="list-style-type: none"> <li>• Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.</li> <li>• Ensure silence in the examination room and avoid disruption.</li> <li>• Ensure that all candidates comply with any instructions.</li> <li>• Walk around the examination room, ensuring no candidate has forbidden items and removing any found.</li> <li>• Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons.</li> <li>• Any incidents should be recorded and the Senior Invigilator and Exams Officer should be informed immediately.</li> <li>• When absolutely necessary, escort candidates to the toilet.</li> </ul>                                                                                                                                                     |
| <b>General</b> | <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking responsibility for identification of personal learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul> |

## PERSON SPECIFICATION EXAMS INVIGILATOR

| General heading                        | Detail                                        | Examples                                                                                                                          |
|----------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Experience of general clerical work<br>Basic level of education                                                                   |
|                                        | Knowledge of relevant policies and procedures | General understanding of the operation of a school                                                                                |
|                                        | Literacy                                      | Good reading and writing skills                                                                                                   |
|                                        | Numeracy                                      | Ability to count and undertake basic calculations                                                                                 |
|                                        | Technology                                    | Ability to use word processor if applicable                                                                                       |
| <b>Communication</b>                   | Written                                       | Ability to complete basic forms                                                                                                   |
|                                        | Verbal                                        | Ability to exchange routine verbal information clearly with children and adults                                                   |
|                                        | Languages                                     | Seek support to overcome communication barriers with children and adults                                                          |
|                                        | Negotiating                                   | Ability to consult effectively with pupils and colleagues                                                                         |
| <b>Working with children</b>           | Behaviour Management                          | Understand and implement the JCQ exam regulations for behaviour and conduct                                                       |
|                                        | SEN                                           | Understand and support the differences in children and adults and respond appropriately                                           |
|                                        | Health & Well being                           | Understand the importance of physical and emotional wellbeing                                                                     |
|                                        | Working with partners                         | Understand the role of others working in the school                                                                               |
|                                        | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children and adults<br>Ability to follow instructions |
| <b>Working with others</b>             | Team work                                     | Ability to work effectively with other adults in the school                                                                       |
|                                        | Information                                   | Ability to provide timely and accurate information                                                                                |
|                                        | Organisational skills                         | Good organisational skills                                                                                                        |
|                                        | Line Management                               | Exams Officer                                                                                                                     |

|                         |                                 |                                                                                |
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| <b>Responsibilities</b> | Time Management                 | Ability to manage own time effectively                                         |
|                         | Equalities                      | Demonstrate a commitment to equality                                           |
|                         | Health & Safety                 | Basic understanding of Health & Safety                                         |
|                         | Child Protection                | Understand and implement child protection procedures                           |
| <b>General</b>          | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality              |
|                         | CPD                             | Be prepared to develop and learn in the role                                   |
|                         | Conduct                         | To keep up to date with good practice and policies e.g. Staff Code of Conduct. |