

JOB DESCRIPTION – Exam Invigilator

The College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Enhanced Disclosure via the DBS will be required in addition to proof of the right to work in the UK

Post:		Examination Invigilator
Job Purpose:		To help supervise students to ensure the smooth running of internal and external examinations in accordance with the Regulations set down by the Joint Council for Qualifications.
Involvement With:		Senior Leadership Team, teaching and support staff, the Examination Officer, the Exams Administrator
Duties and Responsibilities:	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 	<p>To set up the examination venue ensuring that the venue meets Joint Council for Qualifications requirements.</p> <p>To supervise candidates' entry into the examination venue in an appropriate manner.</p> <p>To carry out the required identity checks and register all candidates accurately.</p> <p>To ensure that candidates are seated according to the set seating arrangements.</p> <p>To ensure that candidates are aware of examination regulations.</p> <p>To ensure that each candidate has a question and answer paper.</p> <p>To observe each candidate in the examination venue at all times</p> <p>To ensure that the conduct and behaviour required in the examination venue are observed by all candidates.</p> <p>To respond to candidates' queries in accordance with examination regulation e.g. supplying paper, pens, tissues etc.</p> <p>To record start and finishing time of examinations.</p> <p>To ensure that the College's policy is adhered to.</p> <p>To accompany students who may need to leave the examination venue temporarily</p> <p>To collect scripts in attendance register order.</p> <p>To ensure examination conditions are maintained until candidates are dismissed from the venue.</p> <p>Supervising 'clash' students between exams.</p> <p>To package papers for posting.</p> <p>To undertake such other reasonable duties as directed.</p>

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications & Experience			
GCSE Grade C or equivalent in English, Maths and Science	√		A/C
Experience of working in a school or similar establishment		√	A
Communicating and working effectively, confidently and respectfully with pupils and staff whilst maintain confidentiality	√		A/I/R
Skills			
Ability to follow instructions but use common sense and initiative when required	√		A/I/R
Flexible approach to work	√		I
Accuracy and attention to detail	√		A
Good time keeping	√		A/I
Flexibility and availability during the day	√		A/I
Able to relate to staff and students	√		A/I
Ability to work under pressure whilst remaining calm	√		A/I
Discrete and able to maintain the confidentiality of information	√		A/I/R
Ability to work as part of a team or alone if necessary	√		A/I/R
Effective oral/written communication skills			
Behaviour and other related Characteristics			
Diplomacy and discretion and the ability to manage confidential information	√		A/I
Proven ability to work as a team member to achieve goals in effective co-operations	√		A/I
To display responsible and co-operative attitude to working towards achievement of the colleges aims and objectives	√		A/I
Commitment to own personal development and learning	√		I
A commitment to abide by and promote the colleges Equal Opportunities, Health and Safety and Child Protection Policies	√		A/I
The post holder will require an enhanced DBS	√		C

KEY: A=Application, I=Interview, R=Reference, C=Certificate