

Chingford Academies Trust

South Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	Examination Invigilator
RESPONSIBLE TO:	Examinations Officer
RESPONSIBLE FOR:	None
TENURE:	Casual Contract
GRADE/PAY RANGE:	£13.06 per hour (to be paid via timesheets)
HOURS:	As directed
KEY CONTACTS:	Internal – Staff/Pupils

PURPOSE OF THE JOB

The Examination Invigilator is responsible for

- The invigilation of school and public examinations
- The proper conduct of examination sessions in the presence of the candidates
- Being vigilant and supervising candidates at all times to prevent cheating and distractions
- Contributing to the overall ethos, work and aims of the school

MAIN DUTIES AND RESPONSIBILITIES

Operational

1. To establish and maintain good relationships with all students, colleagues and other professionals
2. To be aware of information issued by examination board/s such as 'Instructions for the Conduct of Examinations', 'Checklist for Invigilators', 'Notice to Candidates' and the 'Warning to Candidates'

3. To assist in the setting up of exam venues as per examination board requirements
4. To assist in the evacuation of the examination room in the case of emergency as per school and examination board policies and procedures
5. To report as required, any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
6. To give one's whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:
 - To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined
 - To warn candidates that any unauthorised materials must be handed in
 - To ensure that only authorised persons are allowed in the exam room
 - To ensure that each candidate in the examination room can be observed by an invigilator at all times
 - To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour
 - To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as:
 - Candidates who need to leave the room temporarily (must be accompanied by a member of staff)
 - Candidates in need of medical attention
 - Concern regarding unusual activity of materials
 - To inform candidates when they have five minutes remaining and to stop writing at the end of the examination
 - To collect all scripts, question papers and unused stationery before candidates leave the examination room
 - To ensure that staff do not remove question papers from the examination room until the end of the examination session

Administrative

1. To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including collating papers

General

1. To attend relevant meetings and training sessions as required
2. To keep abreast of developments and changes in fields relevant to role
3. To assist in such duties and activities relating to any of the above areas appropriate to grade as the Examinations Officer may from time to time reasonably require

4. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. To be committed to, and comply with, all school policies.
7. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
8. To participate in appraisals annually in line with school policy.
9. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfill role effectively.
10. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
11. To work effectively and successfully in your team within school.

OTHER REQUIREMENTS

1. To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognizing that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date

CHINGFORD ACADEMIES TRUST

CHINGFORD FOUNDATION SCHOOL

PERSON SPECIFICATION

Post	Examination Invigilator		
<u>Education and Training</u>	Essential (E)	Desirable (D)	A/I/T/R*
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview)		D	A/I
<u>Experience</u>			
Experience of working in a busy administration environment		D	A/I/R
Experience of working in a school or similar establishment		D	A/I/R
<u>Key Qualities</u>			
Ability to build and form good relationships with students and colleagues	E		A/I
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students	E		A/I
Good standard of numeracy and literacy skills	E		A/T
Ability to use basic ICT software packages, equipment and other resources effectively	E		A/I
Ability to absorb and understand a wide range of information	E		A
Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation		D	A
Ability to work as part of a team	E		A/I/R
Ability to work with minimum supervision and the ability to follow direction from Line Manager	E		A/R
Able to work flexibly and respond to unplanned situations	E		A/R/I
Awareness of the importance of confidentiality	E		A/I
Initiative and ability to work when under pressure	E		A

Recognition of the importance of personal responsibility for Health & Safety	E		A
Commitment to the school's ethos, aims.	E		
Appointment to the post is subject to a satisfactory enhanced DBS check	E		

* Application/Interview/Test/References

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).