

HAYDON SCHOOL
JOB DESCRIPTION – EXAMS INVIGILATOR

Post Title		Exams Invigilator
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:		Exams Officer
Responsible for:		Exam Supervision
Liaising with:		Senior Exams Invigilator
Working time:		Ad-Hoc
Salary/Grade:		Scale 2, Point 4 - £11.30 p/h
Disclosure level:		Enhanced
MAIN (CORE) DUTIES:		<ul style="list-style-type: none"> ▪ To work in accordance with the JCQ Instructions for the Conduct of Examinations. ▪ To actively supervise candidates in the examination room at all times. ▪ To provide support and resources to students, as necessary. ▪ To assist in the preparation and clearing of the examination room. ▪ To assist in the reconciling, packing and posting of scripts. ▪ To report any incidences of irregular behaviour or conduct prejudicial to the completion of the examination. ▪ To supervise incommunicado candidates. ▪ Any other duties as reasonably required by the Examinations Officer & Student Services Manager ▪ Fit and Healthy, able to stand for long periods of time and able to carry scripts / stationary / equipment to and from exam rooms.
Staff Development		<ul style="list-style-type: none"> ▪ To participate in the training programme run by the school

You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

December 2021

HAYDON SCHOOL
PERSON SPECIFICATION – EXAMS INVIGILATOR

Attributes	Essential/Desirable	How Identified
<u>Qualifications</u>		
At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification	Desirable	Certificate / Application
Excellent communication and numeric skills	Essential	Certificate / Application
<u>Experience and associated skills</u>		
Experience of working on own	Desirable	Application / Reference
Previous Invigilation experience	Desirable	Reference / Interview
Previous experience of working with teenagers	Desirable	Reference / Interview
Previous experience of working in a school Environment	Desirable	Application / Interview
Confidentiality	Essential	Application / Interview
<u>Other relevant experience and training</u>		
Ability to demonstrate a willingness to improve own practices and methodologies through the utilization of available information	Desirable	Application/ Interview/reference
<u>Personal skills and specialist knowledge</u>		
Good record of health, attendance and punctuality.	Essential	Interview/Reference
Ability to communicate effectively with students and staff.	Essential	Interview/Reference
Good standard of written and oral communication	Desirable	Interview/Reference
Sensitivity, humour and flexibility	Essential	Interview/Reference
Good organiser	Essential	Interview/Reference