

THE HART SCHOOL JOB DESCRIPTION

Post Title:	EXAM INVIGILATOR based on L1718 - Exam Invigilator (Staffs CC profile)
Purpose:	To work under the direction and instruction of senior staff to provide specific support to the School in the monitoring of external examinations.
Reporting to:	Examination Officer
Salary Grade:	Grade 2
MAIN (CORE) DUTIES	
Organisation	<ul style="list-style-type: none"> • Prepare the Examination Hall by ensuring that the room meets JCQ requirements i.e. centre number and clock clearly visible to all • Arrange for candidates to get into the exam hall in an appropriate manner • Contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher • Collect exam papers and other materials from the exam office before the start of each exam
Supervision of Exams	<ul style="list-style-type: none"> • Ensure the security of all exams • Be aware of malpractice issues surrounding all aspects of exams • Ensure that the candidates have correct papers • Ensure the correct identification of all candidates • Deal with extra candidates not on the register. • Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc. • Read erratum notices • Notify candidates of the start of the exam • Record the start and finishing times of exams • Open and distribute papers and any other authorised materials to candidates • Ensure attendance register is completed • Supervise candidates in a quiet and unobtrusive manner • Respond to candidate queries in accordance with the exam regulations • Supervise any candidates who may need to leave the room in accordance with exam regulations • Supervise "clash" candidates between exams • Distribute additional paper/equipment as required • Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss • Ensure the efficient timekeeping is maintained. • Ensure the Schools' policy is adhered to • Notify candidates that the examination is finished • Ensure exam conditions are maintained until candidates are dismissed from room

	<ul style="list-style-type: none"> • Collect scripts and ensure that they are never left unattended and are safely stored • Check that nothing has been left at the desk and no graffiti has been made during the exam
Resources	<ul style="list-style-type: none"> • Ensure that scripts are never left unattended and are safely delivered to the exam secretary. • At the exam secretary's discretion, ensure that there are no missing scripts
Support to the Academies	<ul style="list-style-type: none"> • To play a full part in the life of the Schools' community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the School' policies • To continue personal professional development • To comply with the Schools' Health and Safety Policy and undertake risk assessments as appropriate • To comply with the Schools' procedures concerning safeguarding and to ensure that training is accessed
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</p> <p>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</p> <p>All staff employed by the School must be prepared to work in pursuit of the vision, aims and values of the Creative Education Trust</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students</p>	
<p>Other Specific Duties: This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate, to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time, after consultation, taking into account the circumstances of the School and their implications.</p>	

Person Specification Exam Invigilator

Essential Criteria	Measured By
Qualifications/Training <ul style="list-style-type: none"> • Good numeracy and literacy skills. 	I
Knowledge/Skills <ul style="list-style-type: none"> • Good understanding and ability to use relevant documentation/ technology. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF - Application form I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.