



St Patrick's RC High School and Arts College

Job Description

Post Title:	Exam Invigilator
Reporting to:	Data Manager, Exams Officer and Lead Invigilator
Disclosure level:	Enhanced DBS
Status:	<p><u>Safeguarding</u></p> <p>The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.</p> <p>The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety, Community Strategy and Code of Conduct Policies.</p> <p>The post holder must comply with regulations set out by the Joint Council for Qualifications (JCQ) and offer a flexible approach to all areas of responsibility and to be available for meetings and other events outside of normal working hours.</p> <p>Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.</p>
Working Time:	<p>Casual Contract. Hours?</p> <p>Training?</p>
Professional Responsibilities:	<p>To support the Exams office with the day-to-day operation of examination venues; this activity may include:</p> <p>Main duties:</p> <ul style="list-style-type: none"> • To follow and enforce all exam procedures and regulations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Patrick's School instructions; • To play a key role in upholding the integrity of the examination / assessment process; • To keep confidential exam papers and materials secure before, during and after exams; • To immediately inform the Lead Invigilator and Exams Officer of any incident of malpractice;

- To assist with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and organising the secure delivery to and from venues as appropriate;
- To ensure that all equipment used in separate rooms is collected stored away in readiness for the next exam;
- To carry out other reasonable duties as commensurate with the grading of the post.

Before exams:

- To report to and be briefed by the Lead Exam Invigilator prior to each exam session;
- To keep confidential exam papers and materials secure before, during and after exams;
- To assist with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- To assist candidates prior to the start of the examinations by directing them to their seats and advising them about possessions permitted or prohibited in examination venues;
- To ensure examinations commence at the appointed time and accurately record this.

During exams:

- To ensure that candidates remain seated and silent once inside the examination venues;
- To ensure examinations finish exams at the appointed time;
- To invigilate during the examinations, which includes dealing with queries raised by candidates and with any examination irregularities in accordance with procedures;
- Checking candidates' attendance for examinations by completing registers during external exams;
- Recording details of candidates' late arrival or early departure
- To collect scripts/papers from early leavers;
- To escort candidates from to and from venues during the examination as required and supervising candidates whilst outside the examination venues;
- To escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.

	<p>After exams:</p> <ul style="list-style-type: none"> • To collect and collate scripts at the end of each examination in accordance with strict procedures; • To supervise all candidates as they leave examination venues, ensuring that scripts, equipment or stationery are not removed without prior authorisation; • To ensure that candidates leave venues in an orderly and quiet manner; • To check candidates' names on scripts match the details on the attendance register; • To securely return all exam scripts and exam materials to the Lead Exam Invigilator
<p>Management Information</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 to this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>St Patrick's 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 to any employee who develops a disabling condition.</p>

Person Specification			
Exam Invigilator	Salary / Scale 1A point 10	St Patrick's RC High School	New Lane, Eccles, M30 7JJ

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Good Numeracy/literacy skills including Maths and English at GCSE grade C or above (or equivalency)	A/I
2.	Experience of working in a role requiring accuracy and attention to detail	A/I
3.	Being able to maintain a safe working environment	A/I
4.	An ability to work as part of a team	A/I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
5.	An ability to judge when a decision should be referred to a higher level	A/I
6.	An ability to demonstrate common sense and initiative	I
7.	An ability to relate to students whilst maintaining professional boundaries and authority	I
8.	An ability to work to predetermined instructions/deadlines	I
9.	To be reliable and punctual	I
10.	An ability to keep calm under pressure or during unexpected circumstances	A/I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	An awareness of the latest safeguarding in school guidelines (Training would also be given)	
2.	First hand experience of working in work in a school environment	A/I
3.	First hand experience of working with young people including those with additional needs, e.g. social or emotional.	A/I
5.	An ability to be flexible in your approach to your duties	I
6.	An ability to find solutions to unexpected situations	

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre