



Job Description

School:	Chailey School
Job Title:	Examinations Invigilator
Grade:	Single Status Grade 2
Responsible to:	Examinations Officer/Assistant Head Teacher

Main Purpose of Job:

To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Key Tasks:

1. To check the examination room prior to the arrival of candidates to ensure that:
 - heating, lighting, ventilation and levels of extraneous noise are acceptable
 - no display materials that might be helpful to candidates are visible
 - a reliable clock of readable size is visible to each candidate
 - the *Warning to Candidates* is displayed both inside and outside the examination room
 - the *Notice to Candidates* is displayed in a public place outside the examination room
 - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
2. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
3. To carry out checks on the identity of candidates on their arrival.
4. To take all reasonable steps to ensure that:
 - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
 - candidates take into the examination room only those articles, instruments or materials which are expressly permitted
 - candidates have all the necessary material to enable them to complete the examination
5. To open the packet of examination papers and issue the papers to candidates.
6. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
7. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
8. To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.
9. To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert.



10. At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers.
11. After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners.
12. To collect all unused stationery in the examination room and return it to the Examinations Officer.
13. To ensure that the room is left in a tidy condition.
14. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Safeguarding Children

The authority and school are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in a dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not exclude you from consideration for this post. Successful applicants will need to undertake enhanced DBS checks before commencement of employment.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- *Motivation to work with young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with young people*

East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS clearance for this authority.



Person Specification

Post Title: Examinations Invigilator
Grade: Single Status 2

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to demonstrate accuracy and attention to detail • Ability to relate to candidates yet maintain an air of authority • Ability to communicate with candidates and members of staff clearly and accurately • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to work as part of a team or alone as necessary • Ability to demonstrate effective oral and written communication skills • Ability to act on own initiative, dealing with any unexpected problems that arise 		<ul style="list-style-type: none"> • Application/Interview
Education & Qualifications			<ul style="list-style-type: none"> • Application/Interview
Knowledge	<ul style="list-style-type: none"> • A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications). • A sound knowledge of the roles of the JCQ and Awarding Bodies • A sound knowledge of the school's examination policy and procedures 		<ul style="list-style-type: none"> • Application/Interview
Experience		<ul style="list-style-type: none"> • Previous experience of invigilating examinations in a school environment 	<ul style="list-style-type: none"> • Application/Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate a flexible approach to work • Reliable and punctual 		<ul style="list-style-type: none"> • Application/Interview



	<ul style="list-style-type: none">• Ability to keep calm under pressure or during unexpected circumstances• Ability to take initiative• Ability to be firm but fair at all times• Willingness to participate in in-house training for the role• Ability to maintain confidentiality		
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