Job Description and Person Specification

Post: **Relief Exam Invigilator (Casual Post)**

Scale: **Scale 1B £12.59 - £12.79 per hour**

Responsible to: **Exams Officer**

Main Objectives

To support the Lead Invigilator/Examinations Manager with the day-to-day operation of examinations, including setting up of examination venues, invigilating exams and supervising candidates.

To ensure that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

Main Responsibilities/Key Tasks

A. Examinations

1. Assist with setting up examination venue by laying out stationery, equipment and examination papers in accordance with strict procedures
2. Check clocks are displaying the correct time
3. Assist candidates prior to start of examinations by directing them to their seats and advising them about possessions permitted in the examination venue
4. Ensuring that candidates do not talk once inside the examination venue
5. Invigilating during examination, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
6. Checking attendance registers during examinations
7. Recording details of late arrivals and irregularities
8. Escorting candidates from venues during examinations as required, supervising candidates whilst outside examination venues as in clash situations
9. Collecting and collating scripts at the end of the examination in accordance with strict procedures
10. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner

B. Administration

1. To work in other exam support services to meet specific needs commensurate with the grade as may be required from time to time
2. To undertake administrative duties associated with examinations

C. Other

1. To implement the Governing Body's equal opportunities policy in all aspects of the work and duties associated with the post
2. To undertake other duties appropriate to the post as directed by the Exams Manager
3. To support the school's commitment to safeguarding and promoting the welfare of children in School
4. To adhere to all procedures within the school to ensure the safety of all children

Additional Information

- Normal working hours will be time slots between 8am and 4pm additional hours may be required.
- Post Holder must be available during busy periods May to June and November to December, although additional hours may be available at various times throughout the academic year.

Person Specification

Essential Skills, abilities and knowledge:

- Ability to work in a team (Essential)
- Enjoy working with young people (Essential)
- Effective oral and written communication skills (Essential)
- Accurate and methodical (Essential)
- Flexible approach (Essential)
- Good time keeping and attendance record (Essential)
- Reliable and honest (Essential)
- Ability to work under pressure and to tight deadlines (Essential)
- Understanding of and commitment to equal opportunities policies (Essential)
- Ability to contribute to safeguarding and promoting the welfare of children (Essential)
- Experience of working in a educational environment (Desirable)
- An understanding or willingness to learn the examination process & being able to in some cases invigilate a room solely (Essential)
- Hold 4 pass grades (A* - C or 4 -9) or above at GCSE level including English (Desirable)
- Evidence of being trained in Exam Scribing or Reading (Desirable)