

Fairfield High School for Girls

Job Description – Examination Invigilator

Reporting to:

- The Examinations Officer
- The Assistant Headteacher for Assessment and Achievement

Responsible for:

- Supporting the Examinations Officer with the day-to-day operation and administration of internal and external examinations.

General Requirements:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- Invigilators are required to confirm their availability in advance of main exam periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- Be reliable, flexible and readily available during main exam periods.
- Have effective communication skills and good interpersonal skills.
- Work well as part of a team.
- Be confident and a reassuring presence to candidates in exam rooms.
- Be able to give instructions and manage situations involving different groups of people.
- Have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Working Relationships:

- Headteacher and Senior Leadership Team
- Faculty and Subject Leaders
- Heads of Year
- Form Tutors
- Teachers and Support Staff
- Pupils

Working Time:

- Between 8.00am and 4.00pm as directed by the Exams Officer and SLT.

Salary:

- £13.21 per hour

Main Duties and Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and all examination regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process.

Before Exams:

- Report to, and be briefed by, the Exams Officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the requirements.

- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- Start exams.

During Exams:

- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

After Exams:

- Instruct candidates in finishing their exams and collect exam scripts and exam materials.
- Dismiss candidates from the exam room.
- Check candidates' names on scripts match the details on the attendance register.
- Securely return all exam scripts and exam materials to the Exams Officer.

Other Tasks:

- Undertake training, update and review sessions as required.
- Attend and participate in appropriate meetings.
- Undertake, where required and where able, other duties requested by the Exams Officer.

Safeguarding and Equality:

- To have a thorough understanding of up-to-date safeguarding requirements and best practice.
- To demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people.
- To demonstrate a commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity.
- To maintain an environment which feels safe and enables pupils to report any concerns or complaints.

School Ethos:

- To fully comply with the school's Policy for Child Protection and Safeguarding (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- To support the school in meeting legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To proactively promote an atmosphere of mutual support, respect, recognition and celebration of the diversity in our school.

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

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

This job description is current but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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Person Specification – Examination Invigilator

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications/Training/Knowledge | | |
| A good standard of general education | ✓ | |
| Well-developed communication skills | ✓ | |
| A willingness to undertake induction | ✓ | |
| Other relevant qualifications | | ✓ |
| Evidence of other types of relevant CPD | | ✓ |
| A first aid qualification | | ✓ |
| A successful record of | | |
| A successful record of employment. | ✓ | |
| Experience of working with young people in a school or college | | ✓ |
| Experience of examination processes | | ✓ |
| Classroom experience at primary and/or secondary level | | ✓ |
| Mentoring as either a mentor or mentee | | ✓ |
| Improving the practice of others | | ✓ |
| Competencies/Abilities | | |
| Promote and safeguard the wellbeing of all young people. | ✓ | |
| Develop positive relationships with pupils. | ✓ | |
| Engage with young people from a range of backgrounds. | ✓ | |
| Communicate highly effectively with a wide range of audiences. | ✓ | |
| Demonstrate yourself as a role model in terms of hard work, commitment to best practice in learning and teaching, personal presentation and attitude to all members of the school community. | ✓ | |
| Work independently and show initiative. | ✓ | |
| Support the school ethos of high standards of behaviour for learning. | ✓ | |
| Follow and document detailed instructions. | ✓ | |
| Deal sensitively with people and resolve issues. | ✓ | |
| Professionally develop other colleagues. | | ✓ |
| Personal Qualities | | |
| A growth mind-set and commitment to lifelong learning. | ✓ | |
| Exemplary attendance and punctuality. | ✓ | |
| Professional presentation and manner. | ✓ | |
| Demonstrate impact and presence. | ✓ | |
| Willingness to take a full part in the life of the school. | ✓ | |
| A genuine commitment to inclusive comprehensive education. | ✓ | |
| Pupil-centred educational principles rooted in a willingness to continuously improve learning and teaching across the school. | ✓ | |
| High profile with pupils, parents/carers, staff and other stakeholders. | ✓ | |
| An effective team member. | ✓ | |
| Be able to initiate ideas, set own targets and meet own and other people's deadlines. | ✓ | |
| Strong interpersonal skills with all. | ✓ | |
| Well-developed communication and organisational skills. | ✓ | |
| Problem solving ability and a solution focused approach to work. | ✓ | |
| The ability to apply tact and diplomacy when appropriate. | ✓ | |
| Accuracy and attention to detail. | ✓ | |
| Ability to work under pressure and to deadlines and to maintain high standards. | ✓ | |