

	Job Description:	Scale:	Hourly rate of pay
	Exam Invigilator (Casual)	Hours/ Weeks:	As required, term time only
		Updated:	September 2019

Person reports to:	<ul style="list-style-type: none"> • Assessment and Exams Manager
Person supervises:	<ul style="list-style-type: none"> • None
Purpose of Job:	<ul style="list-style-type: none"> • To provide support to the school teaching staff supervising public and internal examinations. • To undertake duties with appropriate supervision, determination and knowledge of the work areas and a degree of independence of action. • Time of working to be flexible between 8.30am and 4.30pm (varying days) Monday to Friday.

MAIN DUTIES AND RESPONSIBILITIES

Main duties and responsibilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all duties that may fall to the postholder, and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Operational Duties

- To supervise candidates taking examinations according to regulations determined by the school and examination boards.
- To help supervise the arrival and seating of candidates, and hand out question papers according to instructions issued by the person in charge.
- To perform any duty relating to the efficient conduct of the exam if requested by the person in charge, such as taking a register or filling in a seating plan as required.
- To continually invigilate candidates writing the examination and report any irregularities, such as communication between candidates, or the use of unauthorised material during the examination, to the person in charge immediately.
- To conduct yourself in a way that does not distract or interfere with candidates' concentration while sitting the exam.
- To respond to candidates who have put up their hands, but not to assist in the answering of any question on the exam paper, e.g. to supply paper tissues or retrieve pens that have fallen off a candidate's desk.
- To remain in the examination room for the entire length of the exam, or obtain permission to leave the room, for whatever reason during the exam, from the person in charge.
- To assist in the collection of exam scripts and departure of candidates at the end of the examination according to instructions issued by the person in charge.
- To ensure as far as possible that no exam related materials are removed from the examination room at the end of the exam.
- To arrive punctually according to the individual timetable notified to you.

- To inform the school of any unforeseen absence by 8.00am.
- To inform the school as soon as possible of any planned absence, which would necessitate a change in the invigilation timetable.

2. Additional duties

- Uphold the school expectations of both student and staff conduct.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Take part in necessary training and staff development as instructed.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale
Hourly rate of pay

Exam Invigilator (Casual)

Updated September 2019

Essential	Essential / Desirable	How the selection criteria will be assessed
Qualifications		
Educated to at least GCSE or equivalent level, including English and Maths	D	Application form
Professional Experience, Knowledge and Understanding		
Experience in a similar role	D	Application form, Interview
Have written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.	E	Application form, Interview
Abilities and Skills		
Be able to prioritise and manage workload	E	Application form, Interview
Be able to work in an organised and methodical way and have sound organisational and coordination skills	E	Application form, Interview
Be able to work accurately and to deadlines	E	Interview
Ability to communicate clearly and responsively with students and staff	E	Application form, Interview
Be able to work effectively and under pressure	E	Interview
Be able to maintain confidentiality	E	Application Form, Interview
Have good supervisory and management skills	E	Application form, Interview
Ability to maintain effective working relationships with students and staff	E	Interview
Personal Qualities		
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Willingness to see a job through to completion	E	Application Form, Interview
Energy and enthusiasm with a good sense of humour	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview