



GRAYS CONVENT HIGH SCHOOL

JOB DESCRIPTION

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| JOB TITLE: | Examinations Invigilator/Specialist Art Invigilator |
| GRADE: | Band 2 |
| RESPONSIBLE TO: | Examinations Officer |
| JOB PURPOSE: | To ensure the proper conduct of school tests and examinations, creating test/exam conditions in the room ensuring that pupils understand the instructions and behave in a manner that allows for the proper conduct of the test/examination. |

ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standards of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work.

To participate in employee development, training, and Performance Management and contribute to the identification of own team development needs.

To be committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment.

To attend annual Child Protection Training and all invigilator training sessions, as required, throughout the academic year.

PRINCIPAL TASKS

Conduct of the Examination/Test

- To support the Examinations Officer with the smooth running of examinations.
- To adhere to JCQ Regulations within the Instructions for Conducting Examinations.
- To assist with the setup of the examination venue prior to the students arriving.
- Manage entry and exit into the examination room.
- Dissemination and collection of question and answer papers.
- Read out examination instructions, repeating these as required or clarifying the instructions.
- Providing clear instructions when to start and finish the examination.
- Accurately complete the attendance register.
- To support students with access arrangements, where applicable, e.g. reader, scribe, etc.

Behaviour Management

- Ensure silence in the examination room.
- Ensure compliance with instructions and examination conditions.
- Ensure there is no inappropriate communication, contact or discourse between pupils or others during the test/examination.
- Ensure a record any incidents is completed and report these to the Examinations Officer.
- Escorting pupils to the toilet, if necessary, and making alternative arrangements for supervision of the examination.

Other duties: The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Equal Opportunities: The post holder must carry out his/her duties with full regard to the Equal Opportunities policy.

Health & Safety: The post holder must carry out his/her duties with full regard to the School's Health & Safety Policy.

Child Protection: The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible or with whom he/she comes into contact

Any other duties reasonably expected to be undertaken by a post holder at this level.

This job profile has been discussed and agreed between the employee and their manager. It reflects the key areas of accountability for the post holder.

Both parties recognise that a job profile does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.

Confirmation of discussion and agreement between the Headteacher and employee that this represents the role of the employee.

| Employee | Headteacher |
|-----------------|--------------------|
| Name | Name |
| Signed | Signed |
| Date | Date |



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PERSON SPECIFICATION

JOB TITLE: EXAMINATIONS INVIGILATOR

INFORMATION FOR CANDIDATES: The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. People with disabilities will be offered an interview where they meet the Essential Criteria alone.

| Criteria | ✓ Essential Where relevant | ✓ Desirable Where relevant |
|--|----------------------------------|----------------------------------|
| Skills and Abilities | | |
| Ability to work with young adults | ✓ | |
| Patience and understanding | ✓ | |
| Able to be flexible with work hours | ✓ | |
| Able to maintain confidentiality in line with School policies | ✓ | |
| Excellent communication skills, both written and verbal | ✓ | |
| Flexibility and willingness to undertake a range of tasks in a friendly, timely and efficient manner | ✓ | |
| Experience: | | |
| Worked in a school environment | | ✓ |
| Education/Qualification: | | |
| Good standard of education | ✓ | |