



CROFTON ACADEMY

JOB SPECIFICATION

Job Title: Examination Invigilator	Grade: 3/4
Reporting to: Examinations Officer	Location: Crofton Academy
Working Hours: Casual -as detailed in the job advertisement or as notified by the Examinations Officer, in line with examination requirements.	

Overall Purpose of the Post:

Under the direction of the Examinations Officer, prepare and supervise operational arrangements for the invigilation of examinations, ensuring that the regulations for the integrity and security of the examinations are followed during all sessions.

- Responsibilities and accountabilities**
- Examination Preparation
- Ensure familiarity with the “Guidance for Invigilators” as provided by the Examinations Officer and the Examination Board.
 - Ensure that the room meets the requirements for the conduct of external examinations.
 - Obtain and confirm that supplies of authorised stationery and materials are available in the examination room, including the correct examination papers.
 - Identify and comply with any specific requirements for the examination and/or the candidates involved.
 - Ensure at all times the safe custody of question papers and other examination materials.
 - Check and confirm the health and safety arrangements for the examination room.
 - Check that any emergency communication system is available and functioning. Be aware of the emergency evacuation procedures specific to the location of the examination.
 - Have the examination room ready to admit candidates at the relevant scheduled time.
 - Follow the school’s procedure for admitting candidates into the room and checking the identity of the candidates.
 - Ensure that no inadmissible equipment or materials are brought into the examination room.
 - Confirm candidates are seated according to the seating plan.
 - Ensure that candidates have the correct papers and examination materials.
 - Take responsibility for accurate timekeeping of the examination, ensuring a working clock is visible to all candidates in the room.
 - Ensure that exam board instructions for candidates are displayed in the relevant areas inside/outside of the examination room.

Implement and Maintain Invigilation Requirements.

- Ensure that all rules and regulations to the conduct of examinations are strictly applied and followed.
- Issue clear and unambiguous instructions to candidates at the start of the examination as required.
- Complete the attendance register in accordance with the awarding body requirements as required and report any absence promptly.
- Manage late arrivals, ensuring candidates are aware of any potential implications.
- Take responsibility for starting and timing the exam, announcing warnings where appropriate.
- Follow the school's procedures for dealing with:
 - Any queries from candidates;
 - Any disruptive behaviour or irregular conduct;
 - Candidates who want/need to leave the examination room during the examination;
 - Any health, safety or security emergencies.
- Refer any issues or problems, including any breach of security or regulations, outside of your responsibility or competence to deal with to the appropriate person.
- Follow the School procedures for ending the examination, collecting papers and allowing candidates to leave the examination room.
- Complete examination records in accordance with the School's and awarding body's procedures.
- Other duties commensurate with the grade of the post as directed by any member of the Senior Leadership Team or the Examinations Officer.

General

- Duties must be carried out at all times in accordance with Equal Opportunities requirements.
- The post-holder must take reasonable care of their own health and safety and that of others.

Person Specification - Knowledge, skills and experience required for the post:

Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Good level of numeracy and literacy skills. 	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Educated to GCSE Level C in English and Mathematics or equivalent.
Skills & Knowledge	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Understanding of the importance of maintaining confidentiality and the ability to work in a discreet and confidential manner. ▪ Have excellent communication skills and an ability to relate to people, particularly students, at all levels. ▪ Good understanding of invigilating duties. ▪ Ability to set up an examination room in relation to the correct procedure. ▪ Ability to deal with difficult situations in a calm manner. ▪ Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. ▪ To have excellent attendance and punctuality. ▪ Willingness to be flexible. 	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Appropriate knowledge of First Aid. ▪ Awareness of health and safety arrangements to be put in place. ▪ Awareness of emergency evacuation procedures. ▪ Keyboard/ computer skills. ▪ Good organisational skills and the ability to work autonomously.
Experience	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Previous experience of general administrative or supervision work. 	<p>Desirable</p>
<p>Responsibilities for Resources:</p> <ul style="list-style-type: none"> • People: You will be responsible for the safety and compliance of pupils within your exam room. • Budgets: None • Physical Resources: Effective use of resources and materials 	
<p>Employment checks required for the post:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the UK. • Evidence of essential qualifications. • Two satisfactory references. • Evidence of a satisfactory Enhanced DBS Disclosure Check. • Confirmation of medical fitness for employment. 	

Date completed: February 2019