

THE BLUE COAT SCHOOL

JOB DESCRIPTION

Invigilator

£9.77 per hour, Casual, term time only

Purpose of Post

To ensure examinations are conducted correctly according to school processes and the Joint Council for Qualifications “Instructions for Conducting Examinations” and hold a key role in upholding the integrity of the external examination / assessment process.

Key tasks and general duties

- To work closely with the Examinations Officers and school staff to ensure all candidates have an equal opportunity to demonstrate their abilities;
- prevent possible candidate malpractice;
- prevent possible administrative failures;
- ensure compliance with all mandatory and specific instructions for each exam paper and correctly communicate these to candidates prior to commencement of exam;
- ensure examinations keep to scheduled times;
- ensure all examinations are conducted according to school procedures and National guidelines;
- ensure all candidates are observed in the exam room at all times;
- ensure correct signage is posted inside and outside the room and ensure correct layout of the examination room;
- ensure security and safety of examination papers and materials at all times – before, during and after the exam;
- maintaining integrity of examination conditions minimising where possible interruptions and distractions for candidates;
- reporting malpractice incidents to the Examinations Officer and assisting with writing of subsequent reports when necessary;
- collation and packaging of examination scripts and completion of postal log;
- supervision of students to allocated areas during emergency procedures;
- supervision of students with timetable clashes (sometimes over the lunch period);
- participate in appropriate training events;
- actively promote and comply with safeguarding and child protection legislation in all areas of responsibility;
- support the school’s Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards;
- undertake other duties appropriate to the role as required.

Reports to

Data Manager / Examinations Officers

This job description should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced Disclosure and Barring Service clearance.

PERSON SPECIFICATION – INVIGILATOR		
Criteria	Essential/ Desirable	How Identified (Application/ Interview)
Qualifications Good general education.	E	A
Communication Ability to receive and follow clear instructions both written and oral. Ability to convey instructions to students in a confident manner.	E E	A/I A/I
Planning & Organisation Ability to produce clear and concise notes/reports/records.	E	A/I
Forward Thinking Ability to evaluate, assess and contribute to improvements in current working practices.	D	A/I
Technical Knowledge of examination practices & procedures.	D	A/I
Personal Experience of working under pressure and responding quickly to changing demands. Demonstrate experience of working with confidential information where discretion is paramount. Must be able to work within the ethos of the school. Ability to work individually and as a member of a team. Is willing to work within organisational procedures, processes and to meet required standards for the role. Ability to confidently supervise students within a contained environment. Excellent punctuality and attendance. Actively promote and comply with safeguarding and child protection legislation in all areas of responsibility. Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards. Understanding of equal opportunities and inclusion and how it applies in a school setting	E E D E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I A/I
Special Working Conditions Has relevant previous experience working with children and young people, ideally in a similar environment. Positive, open, and friendly attitude to service improvement and delivery. Displays commitment to the protection and safeguarding of children and young people	D E E	A/I A/I A/I