

Post title: Examinations Invigilator
Pay range: NJE Grade 2 (2-4)
Line manager: Exams Officer



Main purpose of the job

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Chilwell School instructions
- To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ ICE 6]

Duties and Responsibilities

Exams

- Keep exam papers and materials secure
- Ensure exam rooms are set out to standard
- Admit candidates into exam rooms
- Identify, seat, and instruct candidates in the conduct of their exams
- Distribute the correct exam papers and materials to candidates
- Supervise candidates at all times and be vigilant throughout exams
- Deal with candidate queries
- Deal with, and record/report, any emergencies or irregularities
- Collect exam scripts after exams
- “Check that the names on the scripts match exactly the details on the attendance register” [JCQ ICE 6]
- To securely return all exam scripts and exam materials to the exams officer

Other

- Attend training, refresher or review sessions
- Supervision of clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Exams-related administrative tasks

Behaviour and Safety

- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies; using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate the positive attitudes, values and behaviour that are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, and responding to advice and feedback from colleagues
- Be responsible for improving your practice through training and development opportunities identified by the school, or as developed as an outcome of your professional targets
- Participate in training, learning activities and professional development

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search

Person Specification – Examinations Invigilator

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications and Training | | |
| First aid training | | ✓ |
| Experience | | |
| High quality communication with pupils of all abilities | ✓ | |
| Suitable experience in working with, and supporting the needs of, young people | ✓ | |
| Experience working in a school environment | | ✓ |
| Use of ICT including Excel, Microsoft Office and Google workspace | | ✓ |
| Personal Qualities | | |
| Highly motivated, self-reliant and well organised | ✓ | |
| High standards of professionalism, confidentiality and personal presentation, with an excellent record of attendance and punctuality | ✓ | |
| Co-operative and positive | ✓ | |
| Adaptable, open to change, and willing to take on challenges with enthusiasm | ✓ | |
| Willing to undertake additional duties as and when required to ensure the smooth running of the school | ✓ | |
| Skills and Abilities | | |
| Excellent interpersonal skills to ensure professional and supportive relationships and teamwork are developed | ✓ | |
| Ability to work hard under pressure while maintaining a positive, professional attitude | ✓ | |
| Good creative positive approach to solving challenges | ✓ | |
| Ability to manage pupil behaviour calmly, proactively and with the needs of the child in mind | ✓ | |
| Ability to liaise appropriately and effectively with teachers in order to support pupil progress | ✓ | |
| Excellent communication skills | ✓ | |
| Awareness of safeguarding issues | ✓ | |
| Equal Opportunities | | |
| Understanding of different social backgrounds of pupils | ✓ | |
| Full commitment to community cohesion and inclusion | ✓ | |



Chilwell School