

JOB DESCRIPTION

CHINGFORD ACADEMIES TRUST

CHINGFORD FOUNDATION SCHOOL

TITLE OF POST:	Senior Examination Invigilator
GRADE/PAY RANGE:	£16.38 per hour (to be paid via timesheets)
DEPARTMENT:	
REPORTING TO:	Examinations Officer
RESPONSIBLE FOR:	
KEY CONTACTS:	Internal – Staff/Pupils External – External bodies E.g. Joint Council of Qualifications Inspector

JOB PURPOSE

- To carry out invigilation of school and public examinations.
- To ensure proper conduct of examination sessions in the presence of the candidates.
- To be vigilant and supervise candidates at all times to prevent cheating and distractions.
- To contribute to the overall ethos, work and aims of the school.

MAIN DUTIES AND RESPONSIBILITIES

Other duties of an appropriate level and nature may also be required, as directed by the Head teacher.

1. To establish and maintain good relationships with all students, colleagues and other professionals
2. To be aware of information issued by the examination boards such as 'Instructions for the Conduct of Examinations', 'Checklist for invigilators' and the 'Warning to candidates'.
3. To assist in the setting up of the exam venues as per examination board requirements
4. To collect examination material, registers etc from the exams office secure storage before each exam session
5. To manage the team of invigilators allocating jobs per exam session e.g. marking registers, completing seating plans etc

6. To assist in the evacuation of the examination room in case of emergency and ensuring security as per examination board policies and procedures
7. To enforce discipline and report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
8. To give one's whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:
 - To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined
 - To warn candidates that any unauthorised materials must be handed in
 - To ensure that only authorised persons are allowed in the examination room
 - To ensure that each candidate in the examination room can be observed by an invigilator at all times
 - To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour
 - To summon assistance as required without disturbing candidates in order to deal with unexpected situations:
 - To ensure that candidates who need to leave the room temporarily (must be accompanied by a member of staff)
 - To ensure that candidates in need of medical attention are seen to by a First Aider/The Welfare Officer
 - Investigate and report any concern regarding unusual activity of materials
 - To collect all scripts, question papers and unused stationery before candidates leave the examination room
 - To ensure that staff do not remove question papers from the examination room until the end of the examination session

Administrative

1. To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including, registers, seating plans & collating & checking papers
2. To ensure that the completed scripts are returned to the exams officer immediately following the end of the examination

3. To arrange, attend and participate in the organisation of invigilator training sessions as required and giving training sessions to staff to ensure that they are aware of procedures and regulations
4. To keep abreast of developments and changes in fields relevant to the role

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date

CHINGFORD FOUNDATION SCHOOL

**PERSON SPECIFICATION & ASSESSMENT
Senior Examination Invigilator**

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			A
Educated to at least grade C standard or equivalent in English and Mathematics		√	A
Holds a current First Aid certificate or is willing to undertake training	√		A
			A
			A
Experience			
Experience of dealing with teenagers in large numbers in school or voluntary sector	√		I/T/A
Experience in behaviour management	√		I/A
Experience of being in a senior post in a secondary school or similar organisation		√	I/A
			I/A
Knowledge and Skills			
Ability to build and form good relationships with students and colleagues	√		I/A
Ability to lead a team of peers and work constructively, understanding school roles and responsibilities	√		I/A
Good verbal and written communication and organisational skills appropriate to the need to communicate effectively with students and colleagues	√		I/A/T
Good standard of numeracy and literacy skills	√		I/A
Ability to absorb, understand and decimate a wide range of information	√		I/T/A
Personal qualities			
Able to follow direction from Line Manager	√		
Initiative and ability to work when under pressure	√		
Willing to adopt flexible working patterns to meet school and exam board timetabling	√		
Able to appropriately deal with confidential information	√		
Efficient and meticulous in organisation	√		
Commitment to the highest standards of child protection			
Recognition of the importance of personal responsibility or Health & Safety	√		
Ability to provide a calm and secure environment in an	√		

examination setting	√		
Ability to deal with unplanned situations and emergencies calmly	√		
Ability to speak clearly and with confidence to large numbers in an exam room			
Excellent verbal and written communication skills appropriate to the need to communicate effectively with Head Teacher, SLG, School Governors and other professionals	√		I/T/A
Recognition of the importance of personal responsibility for Health & Safety	√		A
Commitment to the school's ethos, aims and its whole community	√		A

Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced CRB check	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

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‘The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.’

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Keeping Children Safe in Education, most recent edition).

*I – Interview/Lesson Observation R – Reference

