



Examination Invigilator

Job description

Salary:	Grade 4 (Pt 3)
Line Manager:	Exams Officer
Start Date:	As soon as possible
Working hours:	Flexible during exam periods
Total Hours	Variable during exam periods

Job Purpose:

1. Invigilate a range of Internal and External examinations, on and off site as required
2. Follow examination regulations as specified by the Joint Council for Qualifications (JCQ)
3. Follow Parkside Community School examination policies and procedures
4. Work flexible hours between 8:00 and 16:00 as appropriate for the examination

Core Tasks and Responsibilities:

- Act with integrity at all times
- Fully understand and follow the examination regulations set by JCQ and Parkside Community School
- Maintain confidentiality at all times and ensure the secure handling of confidential information
- Follow regulations and policies ensuring
 - Examination rooms are set up correctly
 - Security of exam papers and candidate scripts are upheld
 - Floor plans provided are followed accurately
 - All safeguarding requirements are adhered to
- Facilitate students accessing computers for exams
- Administrative support preparing resources for the examination period
- Confidently present the examination opening and closing statements in front of a large group of students
- High level of accuracy required for recording examination details and record keeping
- Supervise and regulate student conduct during examinations
- Invigilators are expected to maintain silence throughout the examination duration to support the concentration of students
- Formal and prompt reporting of any breach of regulations to the Examinations Officer/Lead Invigilator
- Collaborate effectively while maintaining independence and contributing to the team's success





Other Duties

- Fully understand and follow GDPR regulations and policies that relate to the post
- Act in a professional manner at all times
- Undertake training and professional development as required
- Comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school’s equal opportunities and safeguarding policies
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job

Physical Requirements

- The post requires the successful candidate to
 - stand for the duration of the exam, up to 3 hours at a time
 - move chairs and tables to meet regulations/floor plan requirements
 - cover existing displays in classrooms

Hours

- You will be required to undertake training over the school year, usually in 2-3 windows, to cover school related policies and examination regulations
- All shifts are allocated around the examination periods, both internal and external
- Exams Officer will contact successful candidates to request availability and assign shifts according to the needs of our students

Signed:Date:

(This role description is to be reviewed on an annual basis and any changes deemed necessary negotiated with the post holder.)





Examination Invigilator

Person Specification

Criteria	Qualities
Education skills and Qualifications	Essential <ul style="list-style-type: none">• 5 GCSE A* - C (or equivalent) including English and Maths• Good standard of practical application of literacy and numeracy Desirable <ul style="list-style-type: none">• A level education or higher
Experience	Essential <ul style="list-style-type: none">• Microsoft Office Software - Word, Excel, Powerpoint• Working to deadlines Desirable <ul style="list-style-type: none">• Working in a school or other educational setting• Working with young people• Supervisory experience• Presenting to an audience• Working in examinations
Special Aptitudes	Essential <ul style="list-style-type: none">• Ability to communicate effectively with students/young people and adults• Professional manner at all times• Excellent organisational skills• Good time management• Ability to remain calm under pressure• Excellent communication skills both verbal and written• Ability to work on own initiative with minimum supervision• Ability to think creatively to solve problems• Ability to work effectively as part of a team to achieve common goals
Interpersonal Skills	Essential <ul style="list-style-type: none">• Excellent attendance• Excellent punctuality• Team worker• Communication Skills• Integrity• Reliability• Positive attitude• Resilience• Sense of humour• Effective time management





Other requirements

- Be enthusiastic and committed to the school
- Have the ability to adapt to change
- Work closely with a wide range of other professionals in a supportive and constructive manner
- Demonstrate a record of personal time management and possess the management skills necessary to direct others
- The ability to demonstrate highly-developed interpersonal and group-work skills and a commitment to a team-based approach. An ability to work co-operatively and collaboratively at all levels.
- A demonstrable commitment to equality of opportunity.
- The capacity to operate effectively and accurately under sustained pressure and meet deadlines consistently and accurately.
- A willingness to continue to learn and develop self and others.
- Good health, attendance and punctuality.

Parkside Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment.

SRU - 20/04/2023

Notes:

This job description may be amended at any time in consultation with the postholder.

Next review date: February 2025

Headteacher/line manager's signature:

Name:

Date:

Postholder's signature:

Name:

Date:

