Northumberland County Council

**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Title:** Exam Invigilator, Education Other Than at School | | **Director/Service/Sector:** Children’s Services | | **Office Use** |
| **Grade:** 3 | | **Workplace:** | | JE ref: 2755  HRMS ref: |
| **Responsible to:** EOTAS Learning Managers, Examinations Officers | | **Date: October 2013** | **Manager Lever:** |
| **Job Purpose:** To be responsible for the setting up and supervision of examinations when students are unable to do these in school, ensuring that guidelines and regulations for the integrity and security of the examination papers and procedures during examination sessions are adhered to, including the application of special access arrangements agreed with Exam Boards for particular students with health conditions. | | | | |
| **Resources** | Staff | Readers/writers when applicable | | |
| Finance | |  | | |
| Physical | | Examination rooms which will be in rented community venues or student’s homes. Secure transportation of exam scripts to and from host schools. Relevant stationery and equipment. | | |
| Clients | | Internal: School examination officers and students.  External: Parents, staff at external exam venues, Exam Board Inspectors. | | |
| **Duties and key result areas:**  **Main Purpose:**  To be responsible for the setting up and supervision of examinations when students are unable to do these in school, ensuring that guidelines and regulations for the integrity and security of the examination papers and procedures during examination sessions are adhered to, including the application of special access arrangements agreed with Exam Boards for particular students with health needs.  **Responsibilities:**   * To be responsible for the collection, delivery and return of examination papers and related information from the school’s Examinations Office, ensuring that, when students in groups are from different schools, papers are collected and returned to the correct school in accordance with timescales allowed by regulations. * To be responsible for ensuring examination papers for each student are correct and are in accordance with attendance registers and seating plans. * To be responsible for the setting up of the examination room – candidate cards, start and finish times and clocks. * To be responsible for drawing up the seating plan and ensuring the examination room is set up in accordance with this (other than in 1:1 invigilating). * To be responsible for recording attendance on the seating plan. * To closely monitor students throughout the examinations to prevent malpractice and disruption. * To be responsible for ensuring that special access arrangements agreed with Exam Boards for particular students with health needs are adhered to. * To deal with emergencies ensuring EOTAS Service / School Policies and JCQ regulations (illness, fire alarms) are followed. * To collect scripts and question papers, ensuring that they are collected in correct order. * To ensure the exam room is tidy in preparation for the next examination. * To ensure familiarity with the JCQ Instructions for conducting examinations booklet. * To undertake any training relevant to the post. * To assist with other duties consistent with the nature, level and grade of post.   **Additional Information**   * In order to maintain a professional atmosphere, a smart/casual dress code is required and you must carry your identification badge at all times. * Invigilators must conduct examinations in a calm and professional manner.   **Support for the Service**   1. Comply with all service policies relating to:  * Health and Safety * Equal Opportunities * Child Protection * E-Safety * Confidentiality and data protection.  1. Work in such a way as to promote the ethos and vision of the EOTAS Service. 2. Participate in training and development, and activities that contribute to the management of performance. 3. Attend and participate in required meetings. 4. To undertake other duties and responsibilities as required, commensurate with the grade of the post.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | The post holder will need to be able to pick examination papers up from schools, transport them securely to the exam venue and return them securely after the exam is finished, within the timescales allowed by Exam Board regulations. A casual car user allowance is payable. | | |

Northumberland County Council

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** EOTAS Exam Invigilator | **Director/Service/Sector:** | Ref: 2755 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| * A good general education to the age of 16 with either evidence of examination success or successful experience of work in a similar field. |  | |  |
| **Experience** | | | |
|  | * Previous experience of working as an Exams Invigilator in a school or in a further/higher education environment. * Experience of working with vulnerable young people with complex needs. | |  |
| **Skills and competencies** | | | |
| * Ability to relate to candidates but maintain authority. * Ability to demonstrate management skills needed to direct others. * Ability to communicate oral instructions to candidates clearly and accurately. * Ability to work as part of a team or alone as necessary. * Comfortable under pressure. * Flexible approach to work and adaptability to changing circumstances. * Reliable and punctual. * Ability to work to deadlines. * Accuracy and attention to detail. | * An understanding of the examination process. * An understanding of the Joint Council for Qualifications (JCQ) regulations. | |  |
| **Personal Qualities, Aptitudes** | | | |
| * To have initiative and to be self-motivated. * To be able to operate in a professional and tactful manner at all times. |  | |  |
| **Other** | | | |
| * Excellent record of attendance and punctuality. * Understanding of the role within safeguarding. |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits