

## Job Description

<b>Job Title:</b>	<b>Exam Invigilator</b>
<b>Hours:</b>	<ul style="list-style-type: none"> <li>Exams are taken at various times during the academic year so please note that these positions are seasonal. There are no guaranteed hours, which means you will be working on a temporary ad-hoc basis.</li> <li>Working days and hours are flexible.</li> </ul>
<b>Contract type:</b>	Seasonal/ Casual
<b>Responsible to:</b>	Exams lead
<b>Focus:</b>	To support the Exams lead in ensuring all exams are conducted in accordance with examination board and Joint Council of Qualifications (JCQ) regulations.
<b>Location:</b>	<b><i>Whitworth Park Academy</i></b>

Key Area of Responsibility	Brief Outline
Generic responsibilities	<ul style="list-style-type: none"> <li>Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure;</li> <li>To model the values, ethos and vision of the Trust;</li> <li>To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, students and other information of a sensitive or confidential nature.</li> </ul>
Specific responsibilities	<ul style="list-style-type: none"> <li>To provide an efficient and effective invigilation support service to the school examination section and ensure the integrity of its examinations.</li> <li>To assist with the preparation of the examination room, ensuring awarding body requirements are met.</li> <li>To supervise students.</li> <li>To support students i.e. reader/ scribe.</li> <li>To assist with the security of examination papers/scripts, equipment and stationery.</li> <li>To assist with the receiving and seating of students at the start of exam.</li> <li>To assist with the collection of scripts and examination stationery at the end of the exam.</li> <li>To know how to deal with emergencies in examination conditions, including evacuation routes from the building.</li> <li>To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> </ul>
Special Conditions	<ul style="list-style-type: none"> <li>The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;</li> <li>The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager;</li> <li>The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;</li> <li>To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.</li> <li>An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.</li> </ul>

**The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.**

## Person Specification

		Essential	Desirable
Application	A letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Good numeracy and literacy skills.	*	
Experience	Knowledge and understanding of Safeguarding and the welfare of children and young persons you are responsible for or come into contact with.		*
	Experience of working in a school or similar establishment.		*
Qualities & Values	Work accurately whilst still meeting deadlines.	*	
	Effective oral/written communication skills	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Reliability in achieving the job description.	*	
	Good time keeping.	*	
	Discrete and able to maintain the confidentiality of information.	*	
	Flexible approach to work.	*	

Assessment against the criteria outlined above will be through the Application Form, Interview Process and References. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding.

Any relevant issues from references will be taken up at interview.

**Unfortunately, we are unable to acknowledge receipt of your application. If you have not heard from us within 4 weeks, please assume that you have been unsuccessful on this occasion.**