



Ivybridge Community College



Job Description

Post Title: Casual Examinations Invigilator
Reports to: Examinations Officer
Grade: NJC Grade B, SCP 3 - 4, £10.79 - £10.98 per hour, plus 12.07% holiday pay

Hours of work:

By negotiation, to cover examination sessions throughout the year with the ability to work at least three days a week during the peak times in May and June. Full day, morning (start 8.30am) and afternoon sessions are offered.

Experience

Experience is not required as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- Be flexible
- Have effective communication skills
- Be confident and a reassuring presence to candidates in examination rooms
- Be confident to supervise an examination room after full training

Main Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ivybridge Community College instructions.
- To play a key role in upholding the integrity of the examination/assessment process.

Before Examinations

- To report to and be briefed by the Examinations Officer prior to each examination session
- To keep confidential examination papers and materials secure before, during and after examinations
- To ensure examination rooms are set out according to the instructions
- To admit candidates into examination rooms
- To identify, seat, and instruct candidates in the conduct of their examinations
- To distribute the correct examination papers and materials to candidates
- To deal with candidate queries
- To start examinations

During Examinations

- To supervise and observe candidates at all times and be vigilant throughout examinations
- To keep disruption in examination rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruptions or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After Examinations

- To instruct candidates in finishing their examination and to collect examination scripts and examination materials
- To dismiss candidates from the examination room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all examination scripts and examination materials to the Examinations Officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:
 - Supervision of examination timetable clash candidates between examination sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - Other examinations related administrative tasks

Safeguarding Children

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead.

Equal Opportunities

The Trust has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

Fire, Health and Safety

The Trust is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.

A DBS check is required for this post.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Good numeracy and literacy skills	E	✓	✓
Willing to undertake personal development through training and other learning activities	D	✓	✓
Experience:			
Experience of working in a school or similar environment	D	✓	
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with	D	✓	✓
Knowledge, Skills and Abilities:			
Ability to follow instructions but to use common sense and initiative when required	E	✓	✓
Accuracy and attention to detail	E	✓	✓
Good timekeeping	E	✓	
Able to relate to academic staff and students	E	✓	✓
Ability to work under pressure whilst remaining calm	E	✓	✓
Discrete and able to maintain confidentiality of information	E	✓	✓
Ability to work as part of a team or alone if necessary	E	✓	✓
Effective oral/written communication skills	E	✓	✓
To be able to work efficiently under pressure	E	✓	✓
To be flexible and pro-active towards changes in day-to-day working arrangements. Availability during the day.	E	✓	✓
To convey a friendly and approachable outlook to others	E		✓
Ability to move around a large school site, to carry materials to and from examinations and to stand for long periods of time	E	✓	✓
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		✓
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		✓

Integrity:			
Acting always in the interests of children and young people	E		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		✓