**Calday Grange Grammar School  
Job Description** 

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| Examinations Invigilator | |
| Scale | Fixed rate £12.11 per hour (inc holiday pay) |
| Accountable to: | Examinations Officer |
| Responsible for: | n/a |

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| Job Purpose: |
| To supervise examinations in accordance with the procedures, guidelines and regulations for the integrity and security of examination papers under the direction/instruction of senior staff. Remain vigilant at all times during the test/examination period so that all pupils have a fair and equal chance of completing the test/examination within the designated time. |
| **Principal Duties and Responsibilities** |
| **Administration**   * Completion of attendance lists and seating plans. * Check pupils’ materials to ensure that names and relevant numbers have been entered correctly and complete where necessary. * To brief pupils at the beginning of all tests and examinations stressing the expected behaviours and procedures to be adhered to. * To report any malpractice incidents to the appropriate member of staff, completing any written reports where necessary.   **Organisation**   * To maintain quiet in the examination room and the immediate vicinity in adherence to the Joint Council for Qualifications (JCQ) rules. * Ensure electronic devices not relevant to the examination are switched off and stored in accordance with the Joint Council for Qualifications (JCQ) rules. * The admittance of the correct pupils only into the examination room. * Handling of pupils who arrive late in accordance with procedures and Joint Council for Qualifications (JCQ) rules. * Distribute and collect examination papers and materials to the relevant pupils. * To escort and supervise pupils with examination clashes between examination rooms and over lunchtimes as required. * To escort and supervise pupils to allocated areas in emergency situations. * Supervision of pupil scribes/readers to ensure that unauthorised communication does not take place with the student during the examination. * Handling of malpractice incidents in the examination room in accordance with procedures. * To handle questions form pupils in accordance with procedures and Joint Council for Qualifications (JCQ) rules and seek assistance from senior member of staff where required. * To assist with pupil first aid/welfare duties as required. * To release pupils who complete examinations before others maintaining quiet and vigilance in the room at all times.   **Resources**   * Prepare the designated room for the examination ensuring displays or materials are covered/removed. * To obtain and return examination papers and materials from the examination office. * The security and safety of examination papers and materials outside of the exams office. * To summon assistance when required from relevant members of staff.   **Support for the school**   * Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. * Contribute to the school ethos, aims and development/improvement plan. * Work as part of a team, appreciating and supporting the role of other people in the team. * Attend and participate in meetings as required. * Participate in training activities as required.   Note: This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. |
| Personal Attributes |
| **Communication and Influence**  Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner.  **Team working**  Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback.  **Organisational awareness**  Understands how own job contributes to the schools activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.  **Adaptability**  Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.  **Use of technology**  Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers etc). Has a willingness to remain proficient as the technological needs of the school change.  **Professional values and practice**  Ability to build and maintain successful relationships with pupils and adults, treating them consistently with respect and consideration. Ability to improve your own practice through observations, evaluation and discussions with colleagues  **Experience and Knowledge**  Experience of general clerical/administrative work  Appropriate knowledge of First Aid  Basic awareness of inclusion, especially within a school setting  **Qualification and Training**  Have achieved or working towards a Level 2 qualification in Numeracy/Maths and Literacy/English.  NVQ Level 2 in Business Administration/Customer Service or equivalent qualification or experience  Requirement to complete support staff induction programme. |

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| Disclosure |
| The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.  The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service (DBS) and any other statutorily required clearance. |

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| Other |
| * This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation. * All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection. * All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition. * This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade. |