

# **JOB DESCRIPTION**

## **General Information**

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Table headings have been used which assume all the usual associated routines.

<b>Purpose</b>	The Invigilator will support the Trust by the preparation and management of all exams held on site or where appropriate off-site. The Invigilator should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.
<b>Reporting To</b>	The CEO, with Line Management through the Trust Exams Manager.
<b>To co-operate with</b>	<p>The Governing Body, making such reports as required.</p> <p>All colleagues, both teaching and support staff LA, advisers, and the school SIP Inspection teams. Unions and other organisations representing teachers and other persons on the staff.</p> <p>Feeder and receiving schools to ensure continuity and progression in the education of each pupil.</p> <p>Persons and bodies outside the school to ensure that the school works in harmony with the community.</p>
<b>Salary/Grade</b>	£10.50 per hour
<b>Disclosure</b>	Clear DBS check
<b>Based at</b>	Schools within The White Hills Park Trust

## **MAIN DUTIES**

### **Key Areas**

- Following school policies and procedures, especially those relating to child protection and health and safety.
- Respecting confidential issues linked to home/students/teacher/schoolwork and to keep confidences as appropriate.
- Using 'Checklist for Invigilators' to ensure all tasks are completed.
- Assisting with the management of student behaviour to ensure a calm examination environment.
- Completing the attendance register prior to exam.
- Check and signing Attendance register post exam.
- Responding to students about the exam that has been set.
- Collecting all exam papers completed after the exam and returning it to the Team Leader.
- Leaving the exam room in good order at the end of the exam.
- Supervising entry and departure of students in accordance with school policy.
- Recording and reporting attendance at exams in accordance with school policy.
- Dealing with any immediate problems or emergencies that arise in the exam room according to the school's policies and procedures.
- Full Training will be given

### **Health and Safety**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

Invigilators should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The job description does not form part of the contract of employment.

### Person Specification

Attributes	Essential	Desirable	Criteria used for Assessment
<b>Experience</b> Experience of working with young people. Experience of working with students in an educational environment.		*   *	A / I  A / I
<b>Qualifications</b> To be educated to Level 2 (GCSE or equivalent).	*		A
<b>Skills and Knowledge</b> An understanding of the Examination process, including dealing with minor behaviour issues or breaches of the Exams code. Demonstrate knowledge of the work environment and issues of health and safety. Demonstrate knowledge of how schools operate and the need for discretion and confidentiality. Good interpersonal skills, able to communicate effectively both orally and in writing. The ability to motivate young people. Good organisational skills.	      *	*   *  *  *	A / I  A / I  A / I  A / I  A / I

<p><b>Personal Qualities</b></p> <p>Able to work as part of a team and build relationships with staff.</p> <p>Be a self starter and able to set personal goals.</p> <p>Ability to adhere to written procedures and policies.</p> <p>Able to flourish under pressure and to respond positively in the face of challenges.</p> <p>The ability to get on well with students, to be an advocate for young people.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>		<p>A / R</p> <p>A / R</p> <p>A / R</p> <p>A / R</p> <p>A / R</p>
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**A—Application**

**I—Interview R—Reference**