

## Beccles High School JOB DESCRIPTION

### Exam Invigilators

<b>Line Managers job title:</b>	Lead Exam Invigilator
<b>Salary:</b>	Point 2 of the Support Staff Scale £14.55 per hour including an allowance for holiday pay
<b>Tenure:</b>	Bank basis – as & when agreed with your line manager
<b>Contract type:</b>	Bank
<b>Hours per week:</b>	Bank basis – as & when agreed with your line manager

#### THE POST

**Beccles High School** is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as an **Exam Invigilator**.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

#### PERSON SPECIFICATION

The professional competencies expected of an **Exam Invigilator** are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;

- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required for an exams invigilator are:

<b>Role: Examinations Invigilator</b>		
<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of working or studying in a higher education environment;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• An understanding of examination processes.</li> </ul>	X	
<b>Skills and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Excellent administrative skills;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Excellent organisational skills;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Good communication skills are required for liaising with students and academic staff;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Good ICT and office skills.</li> </ul>	X	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Accuracy and attention to detail;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Willingness and ability to be flexible in order to be available during the examination series;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to relate to teaching staff and students;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Highly organised with good timekeeping;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• High levels of discretion, integrity and approachability;</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Flexible and collaborative.</li> </ul>	X	
<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Evidence of a commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	X	

## **JOB SPECIFICATION**

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Operation of Internal and External Examinations:
- To support the Examinations Officer with the day-to-day operation of examination venues. This may include:

- Assisting with setting up examination venues by laying out tables, stationery, equipment and examination papers in accordance with procedures laid down by the Awarding Bodies and Joint Council for Qualifications (JCQ);
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Offering advice and guidance to unregistered candidates without allocated seats.  
Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination in accordance with procedures laid down by the Awarding Bodies and JCQ.
- Assisting with the preparation of script envelopes.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

**Examination Processes:**

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- Assisting with the preparation of seating plans.
- Other duties as will be reasonably required by the Examinations Officer

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

Paid Weeks per year	Bank basis – as & when agreed with your line manager / the Principal/Headteacher
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Hours per week	Bank basis – as & when agreed with your line manager / the Principal/Headteacher
Normal working Pattern	Bank basis – as & when agreed with your line manager / the Principal/Headteacher
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

## REMUNERATION

£14.55 per hour including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.