STRADBROKE HIGH SCHOOL JOB DESCRIPTION

EXAMINATIONS INVIGILATOR

Line Managers job title:	Examinations Officer
Salary:	Points 3 of the Support Staff Scale Hourly Rate - £15.27 per hour (including holiday pay)
Tenure:	BANK Contract
Contract type:	Term-time only

THE POST

Stradbroke High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic people with high standards and the ability to communicate and interact effectively with others as part of our school as Exams Invigilators.

The main purpose of the Exam Invigilator is to provide support to the Exams Officer and be responsible for the efficient conduct of public examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ).

Exam Invigilators are required to work on a flexible basis, at mutually agreed times. There is no guarantee of regular work or a guaranteed minimum of hours per year. Exam Invigilators are required to work at various times during the year for both public examination and mocks and are expected to be available for main exams (May and June). Our mocks are scheduled in November & December. Successful applicants should be able to offer a minimum of 3 days during the exam season.

PERSON SPECIFICATION

The professional competencies expected of an Exam Invigilator are:

- Be able to work flexibly;
- Accuracy and attention to detail;
- Ability to relate to students yet maintain an air of authority;
- Ability to work to predetermined instructions;
- Ability to work as part of a team or alone as necessary;
- Have effective organisational skills;
- Common sense and initiative;
- Ability to be firm but fair at all times.

- Have excellent written and oral communication skills to respond to staff and students.

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

The qualifications and experience required of an Exam Invigilator are:

- A good level of literacy and numeracy.
- Previous experience is not essential as full training will be given;
- No formal qualifications are required.

JOB SPECIFICATION

General Responsibilities

The Exam Invigilators provide support to the Examinations Officer and are responsible for the efficient conduct of public examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ).

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.

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.

- Complete annual Safeguarding Training and any additional safeguarding training update sessions organised during the academic year;
- Complete all statutory on-line training requested by HR through the iHasco training portal;
- Be familiar with the regulations relating to the conduct of examinations;
- Assist with setting up exam venues, including laying out stationary and papers;
- Assist with the completion of seating plans;
- Ensure the security of the examination before, during and after the examination;
- Organise students on arrival, prior to the exam, and issuing the relevant exam instructions;
- Ensure exam venues remain quiet;
- Remain vigilant during exams, without disturbing the students;

- Deal with queries raised by students appropriately, seeking advice where necessary;
- Report any discrepancy, disturbance or irregularity in procedures to the Examinations Officer promptly;
- Check the attendance and record details of late arrivals and early leavers;
- Escort students from venues during exams as required and supervise students outside venues and between exams as required;
- Collect scripts at the end of the exam in accordance with procedures;
- Check and collate all scripts and ensure their safe delivery to the Exams Office;
- Supervise the departure of students at the end of the exam;
- Reading and/or Scribing for students where required (for which training will be provided).
- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.

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.

HOURS OF WORK

Paid Weeks per year	Bank; Adhoc basis — as & when agreed with your line mana er or the Headteacher
Hours per week	Exam Invigilators are required to work on a flexible basis, at mutually agreed times. There is no guarantee of regular work or a guaranteed minimum of hours per year. Exam Invigilators are required to work at various times during the year for both public examination and mocks and are expected to be available for the main exam periods (May and June). The Examinations Officer will produce a rota in advance of each exam period, allocating invigilators to exams according to availability and experience. You may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

REMUNERATION

- Points 3 of the Support Staff Salary Scale
- Hourly Rate - £15.27 per hour (including holiday pay)

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 21.08%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

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.