

# Central Lancaster High School Recruitment

## Job Description

<b>Post:</b>	Exam Invigilator
<b>Responsible to:</b>	Data & Examinations Manager
<b>FTE Salary Range:</b>	£10.59
<b>Weekly Hours:</b>	Casual
<b>Paid Weeks per Year:</b>	N/A
<b>Start Date:</b>	ASAP

### Overview

To ensure the fair and proper conduct of examinations/tests according to the school's/examination boards rules, in an environment that enables pupils to perform at their best.

### Key accountabilities (and specific duties / responsibilities):

- Invigilate the examination, including referring examination irregularities to nominated person
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with instructions
- Communicate examination procedures to pupils and oversee behaviour
- Respond to pupil requests during the examination
- Ensure no unauthorised material is consulted
- Escort candidates from the location during the examination, such as for toilet breaks
- Maintain candidate attendance and absence records.
- Observes personal duty of care in relation to service users or equipment or resources used in the course of work.
- Role holders may be required to make minor decisions by selecting from a choice of options or by identifying straightforward solutions to simple problems.
- Role holders may be required to determine the sequence and timing of own job or that of others.

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

## Person Specification

Personal attributes required (based on job description)

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>GCSE Grade A-C (Maths and English)</li> </ul>	
Relevant Experience	<ul style="list-style-type: none"> <li>Experience in basic administration</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or similar establishment.</li> <li>Previous experience in invigilating or supervising examinations.</li> </ul>
Knowledge		
Skills	<ul style="list-style-type: none"> <li>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students</li> <li>Ability to use basic IT software packages, equipment and other resources effectively.</li> <li>Good standard of numeracy and literacy skills</li> <li>able to work as a member of a team</li> <li>an ability to adhere to rules and regulations</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students and colleagues.</li> <li>Able to work flexibly and respond to unplanned situations.</li> </ul>	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.