JOB DESCRIPTION		
JOB TITLE:	Examination Invigilator	
LOCATION:	Tarleton Academy	
GRADE:	Casual basis – as and when required - £9.00 per hour	
RESPONSIBLE TO:	ESPONSIBLE TO: Head of School / Data Manager & Examination Officer	

JOB PURPOSE: The main objectives to be achieved by the Postholder

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

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

## MAIN ACTIVITIES

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, mobile phones, IPods, MP3 players etc, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To sign the Academy's confidentiality declaration
- Awareness of the responsibility of personal health, safety and welfare and that of others who may be affected by your actions or inactions
- Responsible for promoting and safeguarding the welfare of children and young persons that you are responsible for or come into contact with
- Cooperate with the employer on all issues to do with health safety and welfare and fire procedures
- To support the promotion of positive relationships with parents and outside agencies
- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning and future developments
- To attend skill training and participate in personal/performance development as required
- Any other duties as reasonably requested by the Headteacher
- In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required and as reasonably defined by the Headteacher

## Person Specification Form

## Examination Invigilator

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ level 2 / or above qualification –appropriate to the post(or equivalent) i.e. 5 GCSE's A*-C	E	Application Form
Experience		
Experience of working with or caring for children of relevant age	D	Application Form
Experience of working in a relevant	D	Application Form
classroom/service environment Experience of Administrative work	E	Application Form
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard or equivalent	E	Interview
A working knowledge of Microsoft Office especially Word and Excel	D	Interview
Ability to relate well to children	E	Interview
Ability to demonstrate confidence, assertiveness and helpfulness	E	Interview
An ability to deal with difficult customers Ability to form effective and appropriate working relationships/boundaries with young people	E	Interview Interview
Ability to work as part of a team	E	Interview
Good communication skills and telephone manner Ability to problem solve	E	Interview Interview
Time management skills	E	Interview
Organisational skills and ability to prioritise	Ē	Interview
Knowledge of the concept of confidentiality	E	Interview
First Aid Certificate (training will be given)	E	Interview
Administrative skills	E	Interview
Good numeracy and literacy skills	E	Application Form
Ability to make effective use of ICT	E	Interview
Flexible attitude to work	E	Interview
Other		
Disclosure and Barring Service clearance	E	Clearance required before confirmation of appointment
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	Interview
Compliance and adherence to the document 'Guidance for Conduct'	E	Interview
Commitment to undertake further training and professional development	E	Interview

## Training will be provided where appropriate

Please save your completed application form as your name\_position applied for (e.g. A Baker\_Admin Officer)

Please submit your application by email to <u>vacancies@endeavourlearning.org</u>