



“Providing great schools at the heart of the local community”



JOB DESCRIPTION

Job Title	Casual Exam Invigilator
Grade	Grade 4 SCP 4
Hourly Rate	£9.99 per hour (exclusive of holiday pay contribution on top)
Location	<p>We require exam invigilators for the following schools:</p> <ul style="list-style-type: none">• Ormskirk School, Ormskirk L39 2AT• Burscough Priory Academy, Burscough L40 7RZ• Wellfield Academy, Leyland PR25 2TP• Tarleton Academy, Tarleton PR4 6AQ <p>Please include your preferred school at the top of your application form before submitting</p>
Contract	Casual
Responsible to	Data & Exams Manager
Job Purpose	
To ensure the fair and proper conduct of examinations/tests according to the school's and examination board's rules, in an environment that enables pupils to perform at their best.	
Responsibilities	
<ul style="list-style-type: none">• 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.	

Person Specification – Exam Invigilator

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
EXPERIENCE		
The successful candidate will have:		
Experience of previous work in a school environment	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to work as part of a team	E	AF/Interview
Flexible attitude to work	E	AF/Interview
Ability to work in an organised and methodical way	E	AF/Interview
Good interpersonal skills	D	AF/Interview
Positive approach to customer care and service delivery	E	AF/Interview
Commitment to undertaking relevant training and development	E	AF/Interview
Flexible attitude to work	E	AF/Interview
OTHER		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.