



SAPIENTIA EDUCATION TRUST
OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION
EXAMINATIONS INVIGILATOR

Line Manager:	Exams & Marketing Officer
Salary:	£10.57 per hour, which includes £1.32 per hour holiday pay

THE POST

Old Buckenham High School is seeking to appoint four Examinations Invigilators to ensure that examinations are conducted according to the current JCQ instructions for examinations.

Old Buckenham High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all School support staff 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 professional competencies expected of an Examinations Invigilator are:

- Reliability and punctuality;
- Accuracy and attention to detail;
- A flexible approach to work;
- Ability to relate to candidates yet maintain an air of authority;
- Ability to communicate with candidates and members of staff clearly and accurately;
- Ability to work to predetermined instructions;
- Ability to work as part of a team or alone as necessary;
- Ability to keep calm under pressure or during unexpected circumstances;
- Common sense and initiative;
- Effective written and oral communication skills;
- Ability to be firm but fair at all times.

The qualifications and previous experience required for an Examinations Invigilator are:

- A good level of literacy and numeracy.
- Previous experience is not essential as full training will be given;

JOB SPECIFICATION

General Responsibilities

The Examinations Invigilators provide support to the Exams and Marketing Officer and ensure that examinations are conducted according to the current JCQ instructions for examinations. The post-holder will be required to comply with the Old Buckenham High School Code of Conduct for Staff and Volunteers.

Old Buckenham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 School's programme of Performance Management and Continuing Professional Development.

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.

Specific Responsibilities

- Be familiar with the current exam board regulations and ensure they are upheld at all times
- Assist in setting up exam venues, including laying out stationery and papers
- Hand out and collect in equipment as required
- Be vigilant and unobtrusive during exams
- Deal with candidate queries and seek advice where necessary
- Escort candidates from venues during exams as required
- Record and report any discrepancy, disturbance, or irregularity to the Exams and Marketing Officer
- Collect and collate scripts at the end of the exam
- Ensure the security of the examination before, during and after the examination;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.

HOURS OF WORK

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 hours per year. Exam invigilators are expected to be available for the main exam periods each year (November, May and June).

The Exams and Marketing Officer will produce a rota in advance of each exam period, allocating invigilators to exams according to availability and experience.

The post holder will be required to attend mandatory training, and in these cases, the additional hours may be claimed on a timesheet.

REMUNERATION

Salary Details:

- £10.57 per hour which includes £1.32 per hour holiday pay, paid monthly in arrears on submission of an authorised timesheet

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 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.

The post-holder will be entitled to join Old Buckenham High School'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 Old Buckenham High School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of 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.

REVIEW

The Job Description will be reviewed annually as part of Old Buckenham High School Performance Management programme.