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**OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION**

**EXAMINATION INVIGILATOR**

**Bank Contract from as soon as possible**

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| **Line Manager:** | **Examinations Officer** |
| **Salary:** | Scale B, Point 9 of the Old Buckenham High School Support Staff Salary Scale: **FTE** £16,755 per annum**Pro Rata** £8.68 per hour including holiday pay |

**THE POST**

Old Buckenham High School is seeking to appoint two Examination Invigilators to ensure that examinations are conducted according to the current [JCQ instructions for examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-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:

* 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;
* Reliability and punctuality;
* 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:

* Previous experience is not essential as full training will be given;
* No formal qualifications are required.

**JOB SPECIFICATION**

**General Responsibilities**

The Examinations Invigilators will ensure that examinations are conducted according to the current [JCQ instructions for examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-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. He/She 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**

* Ensure all candidates have an equal opportunity to demonstrate their abilities;
* Ensure the security of the examination before, during and after the examination;
* Prevent possible candidate malpractice;
* Prevent possible administrative failures.

**HOURS OF WORK**

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| Working weeks | Term Time (normally 39 weeks) |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. The salary includes an additional 5.21 weeks holiday pay. |
| 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. |

**REMUNERATION**

Salary Details:

* Scale B, Point 9 of the Old Buckenham High School Support Staff Salary Scale:
* **FTE** £16,755 per annum
* **Pro Rata** £8.68 per hour including holiday pay

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 244 hours (including bank holidays), rising to 274 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 / workwear appropriate to the role and protective clothing will be provided by Old Buckenham High School where appropriate. 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.