

<b>Title of Post</b>	<b>Invigilator</b>	
<b>Salary Scale/ Range</b>	<b>National Minimum Wage with progression Required during the exam season – throughout the academic year</b>	
<b>Responsible to</b>	<b>Exams Officer &amp; Level 2 &amp; 3 Invigilators</b>	The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post
<b>Employment duties</b>	To carry out the duties of in accordance with the provisions and to work towards the agreed aims of the school	
<b>Purpose of Job</b>	<ul style="list-style-type: none"> <li>Ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session</li> </ul>	
<b>Duties &amp; Responsibilities</b>	<p><b>Operational management</b></p> <ul style="list-style-type: none"> <li>Under guidance ensure the exam room fully meets JCQ requirements</li> <li>Ensure that all candidates enter the exam room in an appropriate manner</li> <li>Ensure that all candidates have the correct exam papers</li> <li>Under guidance ensure that all candidates are aware that they are under exam conditions and regulations</li> <li>Supervise candidates in a quiet and unobtrusive manner</li> <li>Respond to candidates' queries in accordance with JCQ regulations</li> <li>Ensure that the exam is conducted according to JCQ regulations and that the Exams Officer/Lead Officer is informed immediately of any breaches</li> <li>Supervise any candidate who may need to leave the room in accordance with JCQ regulations.</li> <li>Assist in collecting scripts and ensuring that all scripts are never left unattended</li> <li>Attend initial induction training, yearly refresher training and any other training deemed necessary by the Exams Officer</li> <li>Maintain the Invigilator Manual to ensure it is kept up to date at all times</li> <li>Maintain confidentiality at all times</li> </ul> <p><b>Other responsibilities</b></p> <ul style="list-style-type: none"> <li>To become an integral member of the Exam Team</li> </ul> <p><b>Policy and practice</b></p> <ul style="list-style-type: none"> <li>To adhere to all School policies.</li> </ul> <p><b>Line Management</b></p> <ul style="list-style-type: none"> <li>To support the work of the Exams Officer.</li> </ul> <p><b>Liaison</b></p> <ul style="list-style-type: none"> <li>Level 2 and 3 Invigilators</li> <li>Access Team</li> <li>Teaching and Support staff</li> </ul> <p><b>Health &amp; Safety</b></p>	

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy

#### **Review, induction, further training and development**

- To participate in the current arrangements made for the appraisal or review of your performance.

#### **Events**

- To ensure the Exams team supports the calendared School activities and events.

#### **Other**

- To inspire excellence and develop potential.
- Undertake appropriate professional development and participate in appraisal and related procedures.

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## PERSON SPECIFICATION ~ Invigilator

Criteria	Essential/Desirable	Evidence
<b>QUALIFICATION AND PROFESSIONAL DEVELOPMENT</b>		
A good standard of Written, Oral and Numeracy skills	Essential	Application
A commitment to developing professional skills	Essential	Interview
<b>SKILLS, KNOWLEDGE AND EXPERIENCE</b>		
Accuracy and Attention to Detail	Essential	Application/Selection process
Remain calm under pressure or during unexpected circumstances	Essential	Application/Selection process
Experience of working with young people	Desirable	Selection process
Maintain authority over candidates yet relate to them	Desirable	Selection process
Common sense and initiative	Essential	Application/Selection process
Ability to work alone or as part of a team	Essential	Selection process
Ability to be firm but fair at all times	Essential	Application/Selection process
<b>INTERPERSONAL SKILLS</b>		
Commitment to promoting and safeguarding the welfare of all staff and students	Essential	Selection process
Ability to work in challenging situations	Desirable	Selection process
Ability to form sound relationships with colleagues in the team	Essential	Selection process
Ability to work to pre-determined instructions	Essential	Selection process
Ability to be diplomatic and tactful	Essential	Selection process
High degree of discretion in dealing with confidential information	Essential	Selection process
Reliability and Punctuality	Essential	Application/Selection process

SEM : January 2013

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