



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & PERSON SPECIFICATION

CONTRACTUAL DETAILS	
Post Title:	Examination Invigilator
Grade:	Hourly Rate
Hours:	As required by Examination Schedule
Line managed by:	Examinations Manager
Line management of:	N/A
ROLE PURPOSE	
<ul style="list-style-type: none">❖ Provide support to the examination process subject to training and experience	
CORE ACCOUNTABILITIES & ABILITY STATEMENTS	
<p>Key Tasks</p> <ul style="list-style-type: none">❖ Assist with setting up examination venues in accordance with JCQ rules and internally produced seating plans❖ Assist candidates prior to the start of examinations by directing them to their seats and advising on the possessions permitted in examination venues❖ Ensure candidates adhere to all JCQ rules once inside the exam room❖ Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with JCQ rules❖ Check attendance during examinations❖ Record details of late arrivals and early leavers and collecting scripts from early leavers❖ Escorting candidates from examination venues as required and supervising candidate whilst outside the venue❖ Collecting and collating scripts at the end of the examination in accordance with JCQ rules❖ Assisting with the preparation of script envelopes❖ Supervise candidate leaving the examination venue❖ Assist in packing examination papers, stationery and equipment prior to the examination and the delivery to and from venues as appropriate❖ Give feedback on exam process and student behaviour through end of exam debriefing❖ Adhere to JCQ rules at all times <p>Liaison</p> <ul style="list-style-type: none">❖ Examinations Manager❖ Students	

Corporate & statutory initiatives

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Complete mandatory on-line training

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Signed by Job Holder: Date:

Signed by Line Manager: Date:

EXAMINATION INVIGILATOR: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none">• Good standard of English		Application form and letter
Experience and Knowledge	<ul style="list-style-type: none">• Working as part of a team	<ul style="list-style-type: none">• Working effectively in an education environment or with young people	Application form, letter and reference
Skills and Abilities	<ul style="list-style-type: none">• Anticipate problems, develop creative solutions• Listen to and reflect on feedback from others• High level of verbal and non-verbal communication skills• Good personal presentation• Able to build and maintain positive relationships with individuals• Prioritise, plan and organise self		Letter References Interview

Motivation and Personality	<ul style="list-style-type: none"> • An interest in educational issues • A commitment to inclusion • Positive attitude • Genuine concern for the welfare of others • Initiative and self-motivator • Calm disposition • Approachable with a good sense of humour 		Letter References Interview
Personal	<ul style="list-style-type: none"> • Willing to accept the demands and challenges of the post and respond in a flexible manner • Committed to safeguarding and promoting the welfare of students and Ash manor School • Ability 		References Interview
Safeguarding	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</p>		