

JOB DESCRIPTION
EXAMINATION INVIGILATOR

Impact Statement: It is the role of the Invigilator to support the Lead Invigilator to ensure the smooth running of the examinations to the benefit of the candidates and to ensure the compliance of the centre to the procedures set down by the awarding bodies.

Responsible to: Examination Officer/Examination Lead Invigilator

CORE RESPONSIBILITIES

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure and valued.

KEY RESPONSIBILITIES:

- To understand and commit to maintaining the appropriate standards of confidentiality/security of examination materials
- To assist the Lead Exam Invigilator setting up the room in preparation for the exams in line with the exam regulations
- Ensure that all candidates adhere to the regulations
- Open and distribute the examination papers and any other authorised materials to the candidates
- In conjunction with the Lead Exam Invigilator ensure that candidates are issued the correct papers
- To support the Lead Exam Invigilator during the exam as directed
- Supervise candidates in a quiet and unobtrusive manner
- Ensure candidates who need to leave the room are supervised in accordance with the JCQ regulations
- Supervise 'clash' candidates between exams as per instructions
- Deal with any unexpected issues as required
- Ensure that exam conditions are maintained until the candidates have been dismissed from the examination room
- Ensure that under no circumstances is an exam room where an exam is taking place is left unsupervised, and that the minimum invigilator ratio is maintained
- Ensure that the scripts are not left unattended at any time
- Ensure that the examination room is left tidy
- Help Lead Invigilator check all scripts against registers

GENERAL:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person.
- To attend training sessions/meetings as directed by the Examinations Officer.
- To play an active part in the life of the school, sharing the aims and objectives of The Burgate School and Sixth Form.
- To carry out other duties as are required and as are commensurate with the grade of this post.

Exam Invigilator: Person Specification

Qualifications & Experience	Essential	Desirable
Good standard of general education	X	
Experience of a busy work environment	X	
Experience of working in a secondary school		X

Skills and Competencies	Essential	Desirable
Excellent organisational skills	X	
A flexible approach to work	X	
Ability to keep calm under pressure and when unexpected circumstances arise	X	
Accuracy and attention to detail	X	
Ability to relate well to candidates whilst maintaining an air of authority	X	
Ability to communicate clearly and accurately	X	
Ability to listen and speak clearly	X	
Effective oral and written communication skills	X	
Ability to issue instructions to a wide range of examination candidates in a confident manner	X	
Ability to work to predetermined instructions and regulations	X	
Ability to work as part of a team or alone as necessary	X	
Ability to judge when it is necessary to call for assistance	X	
Ability to be firm but fair at all times	X	

Additional Factors	Essential	Desirable
Reliability	X	
Punctuality	X	
Ability to use common sense and initiative	X	
Tactful and understands confidentiality	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	
Willingness to undertake training and develop skills	X	

SAFEGUARDING

This Burgate School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our recruitment and selection practices reflect this commitment. All staff will be subject to a Disclosure and Barring Check as well as other relevant pre-employment checks.

All staff are expected to maintain a high standard of professional commitment at all times and to work together for the good of the students and of the school.