


JOB DESCRIPTION

Department	LADYBRIDGE HIGH SCHOOL
Job Title	CASUAL EXAM INVIGILATOR
Remuneration	GRADE B, SCP 4
Primary Purpose of the Job	To provide exam invigilation for both internal and external examinations within the school and to assist in the processing of external examination administration.
Responsible to	Exams Manager
Responsible for	
Principal Responsibilities	• Assisting in the smooth running of examinations • Ensure that examinations are carried out within the guidelines of the JCQ booklet 'Instructions for the Conduct of Examinations' (ICE booklet). • To work as part of a team to implement practice which reflects the school's commitment to high achievement, effective teaching and learning • To foster a climate of positive attitudes towards examinations • Evaluate the effects of own supervision and use this analysis for improvement • To be involved in identified initiatives and their monitoring and evaluation • To secure and sustain an effective Examination environment • Work with teachers to clarify examination conduct • Seek guidance as appropriate on the conduct of examinations • To act as a lead exam invigilator during peak examination periods • Ensure that there is a safe working examination environment • Promote inclusion and acceptance of all pupils within the examination room(s) • Be aware of and comply with policies and procedures (in particular fire procedures for pupils during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others

MAIN DUTIES

	The job will involve: • Being available at least 30 minutes before and after the exam start time to assist the Exams Officer with preparation of exam rooms, i.e.: placement of table numbers, displaying posters according to the ICE Booklet, distribution of exam equipment (pens, pencils, mathematical instruments), etc. • Assisting with the distribution of exam papers
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	● Checking the exam room before the exam ● Ensuring that candidates are seated according to the seating plan ● Completing the attendance register accurately ● Starting the exam promptly ● Maintaining exam conditions ● Reporting any misconduct ● Finishing the exam on time ● Collecting the exam papers as requested in the 'snake' pattern (see Exams Officer) ● Ensuring the exam room is left in a suitable state ● Returning the exam papers to the exams officer ● Assisting in the collation of the completed scripts ● Attending yearly invigilation training sessions/refresher courses Invigilators may also be asked to invigilate the candidates with special considerations i.e. extra time, readers, scribes etc. Additional guidance will be given if this is to be the case. Invigilators must be totally familiar with the contents of the JCQ booklet 'Instructions for the Conduct of Examinations'. Training will be given to ensure this criteria is achieved. Other duties that may be reasonably requested to meet the needs of the school. This is not an exhaustive list of responsibilities and related duties and may be amended at the discretion of the Deputy Head / Head Teacher to meet the needs of the school.
	Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
	Develop one and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others. To present a tidy appearance and behaving in a manner which is in keeping with the school ethos both within and outside the school.
	Valuing Diversity -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Date Job Description updated	February 2011
Job Description prepared by	Gaynor Chesterfield

Bolton Council

PERSON SPECIFICATION

Department LADYBRIDGE HIGH SCHOOL

Job Title CASUAL EXAMINATION INVIGILATOR

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
• Ability to enthuse young people • Ability to communicate ideas effectively • Enthuses staff with supervisory confidence • Excellent team player • Shares ideas and resources with colleagues • Good organiser and administrator • Contributes to a stimulating working environment • Presence: projects self well on first impression • Speaks confidently • Good communicator written and oral • Behaves effectively under pressure • Appearance is smart, clean, maintained • Accessible/approachable	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Interview Interview Interview Interview Interview Application Form/Interview Interview Interview Interview
Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview

2. Experience/Qualifications/Training etc		
2.	Experience of working with young people	Application Form/Interview
	Experience of working under pressure and to tight deadlines	Application Form/Interview
	Good basic educational background	Application Form/Interview
	Level 1/2 equivalent in Literacy and Numeracy	Application Form/Interview
	Active personal development of skills	Application Form/Interview

3. Work Related Circumstances		
	Reliable high level attender/timekeeper	Interview
	Works effectively with team to develop action	Application Form/Interview
	Patient in bringing others to understanding	Application Form/Interview
	Sensitive and approachable but sets high expectations of behaviour and work rate	Application Form/Interview
	Flexible and resilient	Application Form/Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
2. Experience/Qualifications/Training etc		
	Knowledge/understanding of development issues in education – nationally and locally	Application Form/Interview
	Active CPD own personal development	Application Form/Interview
	Supervisory experience	Application Form/Interview
3. Work Related Circumstances		
	Willingness to take on further duties / responsibilities	Application Form/Interview

Note to Applicants: Please try to show in your expression of interest, how best you meet these requirements

Date Person Specification updated

February 2011

Person Specification prepared by

Gaynor Chesterfield