



## Sharples School Job Description

'We will endeavour to be a learning community, with a culture that promotes excellence, equality and high expectations for pupils, staff, parents and governors'

**Post Title:** Casual Exam Invigilator  
**Salary:** Grade C - SCP 5  
**Responsible to:** Examinations Manager

### Overall Purpose of the Post

- To work under the direct instruction of the Head Teacher/Examinations Manager, to ensure the fair and appropriate conduct of examinations in an environment that enables pupils to perform at their best.
- To support the Examination Manager with the day-to-day operation of examination venues.
- Assist with setting up examination venues by laying out stationery, equipment, and examination papers in accordance with strict procedures.
- Be aware of, follow and enforce exam procedures and regulations; including announcements/communication to candidates.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that candidates cease disruptive behaviour and refrain from talking once inside examination venues; advise of malpractice and ensure due process is adhered to and followed.
- Invigilating during examinations, deal with examination irregularities in accordance with procedures.
- Checking and recording of candidate's attendance during examinations.
- Recording and reporting details of late arrivals, non-attendees and early leavers and collecting exams/scripts from early leavers.
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To be aware of any needs that candidates may have during an examination.
- To be aware of the school emergency policy in relation to examinations.
- Sole invigilation.

### Support for Candidates

- Escorting candidates from venues during the examination as required and supervising candidates whilst at outside examination venues.
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.

### Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

## GDPR

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

## Other Responsibilities

- 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 in a professional appearance and level of standards 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.

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 the criteria is achieved.

## REVIEW ARRANGEMENTS

***The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.***

**Date Job Description prepared/updated:** November 2024

**Job Description prepared by:** Ms C. Molyneux, Headteacher

**Signed by Job Holder:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Person specification: Casual Exam Invigilator

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>1. Skills and Knowledge</b>	
1.1 Ability to enthuse young people 1.2 Ability to communicate ideas effectively 1.3 Enthuses staff with supervisory confidence 1.4 Excellent team player 1.5 Shares ideas and resources with colleagues 1.6 Good organiser and administrator 1.7 Contributes to a stimulating working environment 1.8 Presence: projects self well on first impression 1.9 Speaks confidently 1.10 Good communicator written and oral 1.11 Behaves effectively under pressure 1.12 Appearance is professional, smart, clean, maintained 1.13 Accessible/approachable	Application/Interview Application/Interview Application/Interview Application/Interview Interview Interview Interview Interview Interview Application/Interview Interview Interview Interview
<b>2. Experience/Qualifications/Training etc</b>	
2.1 Experience of working with young people 2.2 Experience of working under pressure and to tight deadlines 2.3 Good basic educational background 2.4 Level 1/2 equivalent in Literacy and Numeracy 2.5 Active personal development of skills	Application/Interview
<b>3. Work Related Circumstances</b>	
3.1 Reliable high level attender/timekeeper. 3.2 Works effectively with team to develop action. 3.3 Patient in bringing others to understanding. 3.4 Sensitive and approachable but sets high expectations of behaviour and work rate. 3.5 Flexible and resilient. 3.6 <b>Customer Care</b> - 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. 3.7 <b>Valuing Diversity</b> - 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.	Interview Application/Interview Application/Interview Application/Interview Interview Application/Interview Application/Interview
<b>STAGE TWO</b> Will only be used in the event of a large number of applicants meeting the minimum essential requirements	
<b>4. Experience/Qualifications/Training etc.</b>	
4.1 Knowledge/understanding of development issues in education – nationally and locally. 4.2 Active CPD - own personal development. 4.3 Supervisory experience.	Application/Interview

Note to Applicants: **Please try to show in your application how best you meet these requirements**