



Job Description & Person Specification

Job Title:	Level 1 Invigilator
Location:	Hinchingsbrook School
Reports to:	Exams Manager, Principal

Purpose

To 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.

Duties & Responsibilities

Operational Management

- Under guidance ensure the exam room fully meets JCQ and all other Governing Bodies/Awarding Organisations requirements
- Ensure that all candidates enter the exam room in an appropriate manner
- Ensure that all candidates have the correct exam papers
- Under guidance ensure that all candidates are aware that they are under exam conditions and regulations
- Supervise candidates in a quiet and unobtrusive manner
- Respond to candidates' queries in accordance with JCQ and all other Governing Bodies/Awarding Organisations regulations
- Ensure that the exam is conducted according to JCQ and all other Governing Bodies/Awarding Organisations regulations and that the Exams Manager/Lead Officer is informed immediately of any breaches
- Supervise any candidate who may need to leave the room in accordance with JCQ and all other Governing Bodies/Awarding Organisations regulations
- Assist in collecting scripts and ensuring that all scripts are never left unattended
- Attend initial induction training, yearly refresher training and any other training deemed necessary by the Exams Manager
- Support the work of the Exams Manager
- Maintain the Invigilator Manual to ensure it is always kept up to date
- Always maintain confidentiality
- Liaise with Access Team, Teaching and Support staff



Other

- To become an integral member of the Exam Team
- Adhere to all school policies
- To act 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
- To participate in the current arrangements made for the appraisal or review of your performance
- To ensure the Exams team supports the calendared school activities and events
- Undertake appropriate professional development and participate in appraisal and related procedures
- To inspire excellence, fulfil potential and develop character

Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education

Health and Safety

- Act during 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 and Safety Policy

Other

- To support the furtherance of the school's mission statement.
- To promote student and staff participation.
- To support senior staff in monitoring and reviewing the impact of the curriculum and the quality of tutoring, teaching and learning with particular reference to literacy.
- To share responsibility with others for specific aspects of the school environment.
- To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students



This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Invigilator)

Signed..... (Exams Manager)

Date.....



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Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
A good standard of written, oral and numeracy skills	Essential
A commitment to developing professional skills	Essential
EXPERIENCE	
Working with children	Desirable
PROFESSIONAL COMPETENCE	
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Common sense and initiative	Essential
Ability to work alone or as part of a team	Essential
Ability to be firm but fair always	Essential
Accuracy and Attention to Detail	Essential
Remain calm under pressure or during unexpected circumstances	Essential
Ability to form sound relationships with colleagues in the team	Essential
Ability to work to pre-determined instructions	Essential
Ability to be diplomatic and tactful	Essential
High degree of discretion in dealing with confidential information	Essential
Reliability and punctuality	Essential
Maintain authority over candidates yet relate to them	Desirable
Ability to work in challenging situations	Desirable