

<b>TITLE OF POST:</b>	<b>Exam Invigilators</b>
<b>RATE:</b>	<b>£8.00 per hour</b>
<b>PURPOSE OF POST:</b>	<b>To provide support for students in their examinations in an environment that enables a student to perform at their best</b>
<b>DATE OF APPOINTMENT:</b>	<b>To be confirmed</b>
<b>LINE MANAGER:</b>	<b>Examination Officer</b>
<b>HOURS:</b>	<b>“As and when required” Flexible during Academic Year</b> <i>To work flexible hours in negotiation with line manager, taking into account specific needs at key times of the year.</i>

#### JOB DESCRIPTION

##### Specific Duties

**To assist the Examinations Officer in supporting students in examinations. This activity may include:**

- Closely following and enforcing exam procedures and regulations;
- Assisting specific students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Ensuring that candidates do not talk once inside examination venues;
- At invigilators request escort candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- At invigilators request escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- 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.
- Invigilators may be asked to read and scribe for students with Special Educational Needs on a one-to-one basis.

**To assist Examinations staff and Head Invigilators with other examination processes. This activity may include:**

- Assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Assisting with the preparation of seating plans;
- Scribing/Reading for students with special needs.

##### General

1. To promote the school through an efficient and effective delivery of the role.
2. Participate in appropriate training to support the fulfilment of the role and/or its further development.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

<b>SELECTION CRITERIA</b>
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**Specific skills, knowledge and attributes required**

**Key requirements**

Effective oral communication skills in English	Essential
Effective writing skills in English	Essential
Punctuality	Essential
Reliability	Essential
Numeracy	Essential
Accuracy and attention to detail	Essential

**Additional requirements**

Ability to work effectively as part of a team	Essential
Common sense and fast thinking	Essential
Ability to relate to academic staff and students	Essential
Ability to work under pressure, to tight deadlines	Essential
Flexible approach to work	Essential
Ability and willingness upon occasions to carry out some manual lifting of examination stationery	Essential
An appreciation of equal opportunities and issues	Essential
An understanding of examination processes	Desirable
Experience of working/studying in an education environment	Desirable
Experience of setting up a laptop ready for exam use	Desirable