

Hillcrest School and Sixth Form Centre

JOB DESCRIPTION

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Examination Invigilator
Department / Location:	Support Staff
Accountable to:	Exams Officer
Salary Grade / Range:	2
Job Purpose	
To provide support to the examination process by supporting the Exams Officer with the day to day operation of internal and external examinations.	
Work Performed	
<ul style="list-style-type: none">• Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.• Assisting candidates prior to the start of the examinations by directing them to their seats and advising them regarding possessions permitted in examination venues.• Collecting all electronic devices and prohibited items eg, mobile telephones as soon as the candidates are seated, prior to the start of the examination and redistributing at the end of the examination.• To begin and end the examination ensuring all procedures are followed correctly and examination board requirements have been met.• To invigilate examinations according to examination board requirements under the direction of the Exams Officer.• To deal with queries raised by candidates and examination irregularities in accordance with strict procedures, notifying the Exams Officer immediately when necessary.• Checking attendance during examinations.• Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination venues.• Collecting and collating papers at the end of the examination and any other examination materials / equipment.• Assist in the orderly dismissal of candidates from the examination venue.• Assist the Exams Officer with other examination processes as and when required.	
Other	
<ul style="list-style-type: none">• To be responsible for weekly submission of own timesheet.• To attend and participate in meetings as required.• To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.• To comply with and actively promote all school policies.• To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.	
Responsibilities	
Safeguarding	
<ul style="list-style-type: none">• The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child	

or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

Staffing

- No direct reports or staffing responsibility

Financial

- Responsibility to report to the Headteacher or Chair of Governors any financial risks identified e.g cash not secured, potential theft or impropriety.'

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If during the course of their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

Equality and Diversity

Hillcrest School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Hillcrest School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School that may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Sharron Johnson

Date: June 2018

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PERSON SPECIFICATION

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Examination Invigilator			
Department / Location:	Support Staff			
Accountable to:	Exam Officer			
Salary Grade / Range:	Grade 2			
I – Interview	P – Presentation	AP – Application Form	Ref – References	T- Test
	Criteria			Measured by
Experience	<ul style="list-style-type: none"> • Experience of working in an education environment desirable 			AP/I
Skills and Abilities	<ul style="list-style-type: none"> • Able to communicate with other members of staff and pupils • An understanding of the examination process desirable • Flexible approach / attitude • Effective oral / written communication skills essential • Numeracy skills essential • Accuracy and attention to detail • Ability to develop and maintain effective working relationships with a wide range of people • Ability to work on own initiative with minimum supervision 			I AP/I I AP/I AP/I AP/I AP/I
Education and Qualifications	<ul style="list-style-type: none"> • A*-C in GCSE English or equivalent 			
Knowledge	<ul style="list-style-type: none"> • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection / Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment • Willing to undertake job related training 			
Other Requirements	<ul style="list-style-type: none"> • Must be able to work flexibly and within contracted hours • Attendance at meetings as required. 			