

Job description

Job title	Exam Invigilator
School	Ilford County High School
Reports to	Exam Manager/Data Manager
Salary	£11.20 -£11.61 per hour
Hours	<ul style="list-style-type: none"> As and when required
Responsible for	NA
Purpose of job	
To administer exams in accordance with the regulations. To ensure confidentiality of exam papers before, during and after an exam. To help create the best environment for candidates to achieve to their full potential.	
Main duties and responsibilities	
<ul style="list-style-type: none"> Setting out examination desks with question papers and related stationery To ensure a calm environment to give the candidates the best possible exam experience. To maintain security and confidentiality at all times. Supervising the orderly entry and exit of candidates to the examination room Reporting any absentees to the Exams Manager Invigilation of candidates during the examination To ensure all candidates are seated according to the seating plan provided. Escorting candidates to the toilet, school office or medical room Supervision of candidates during rest breaks or due to examination clashes To read/scribe for identified students needing extra support during exams Reporting any irregularities or misbehavior to the Lead Invigilator/Exams Manager Collection of examination scripts and related stationery Completing the attendance register and checking all scripts have been collected To ensure that all school health and safety matters are adhered to Any other duties as required by the Exams Manager <p>This is not necessarily a comprehensive list and may vary according to the type of examination being conducted.</p>	
<p>Attend and participate in relevant meetings, training and other learning activities and performance development as required.</p> <p>Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>Be aware of and support difference and ensure all pupils have equal access to opportunities to</p>	

learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Exam Invigilators		LBR 1c
School	Ilford county High School		
Education and Qualifications: <ul style="list-style-type: none">• Good level of general education – a minimum of 5 GCSE’s (A-C) or equivalent including Maths			
Experience/Knowledge/Skills: <ul style="list-style-type: none">• Reliability, punctuality and a flexible approach to work• Ability to relate to candidates yet maintain an air of authority• Ability to be firm, fair and impartial at all times• Ability to work as part of a team and alone if necessary• Accuracy and attention to detail• Ability to keep calm under pressure and when faced with unforeseen circumstances• Common sense and initiative• Ability to judge when a decision is not yours to make• Ability to communicate with candidates and members of school staff clearly and accurately• Ability to work to strict instructions• Effective oral and written communication skills• To promote the School’s Equal Opportunities policy in carrying out all areas of the post• The post-holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare• To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the Post <p>Students are under a lot of pressure during examination periods – achieving good results is important for their progression. Please be aware of how they may be feeling. A smile from you could make all the difference to a student’s stress level.</p>			
Other job requirements: <ul style="list-style-type: none">• Enhanced DBS check.• Flexible in approach and attitude• Willing to undertaken training			