



## Heston Community School

**Job profile:** Examinations Invigilator

**Reporting to:** Examinations Officer

**Contract:** Casual

### **JOB PURPOSE:**

#### **Key tasks and accountabilities will include the following:**

The school's main exam period is April until the end of June, this does vary depending on the Exams board timetables. There are also other dates throughout the year where you will also be required to work. The workload is shared between the team, and schedules are sent out with dates/times on.

#### **MAIN PURPOSE OF THE JOB**

- To ensure that the integrity and security of the exam is maintained at all times and that the exam is conducted in silence in a manner such that no candidate is advantaged or disadvantaged.
- To assist the Exams Officer with the daily running of exams such as carrying exam materials, supervision of rescheduled candidates and candidates with access arrangements.
- To help candidates feel safe and relaxed before and during their exam to ensure they are given the best possible chance of success.
- To ensure all candidate get the correct information and exam paperwork.
- To ensure strict JCQ regulations are complied with before, during and after the exam.
- To refer to the Exams Officer on all incidences, suspected malpractice and absent candidates.
- To keep all matters such as candidate's personal details, exam question papers and candidates' scripts confidential at all times both within and outside of the School. This also applies to any incidences/events that occur during an exam.

**Key responsibilities:**

- To assist the Lead Invigilator set up the exam room to meet JCQ requirements. Helping as required to carry exam papers, boxes, set out exam papers to match the seating plan/candidate name cards.
- To ensure that exam paperwork is never left unattended.
- To move around the room quietly observing candidates without causing a disturbance and monitoring for signs of cheating, communication or pupils looking unwell.
- To deal with any candidate queries before and during the exam and pass to Lead Invigilator if necessary.
- To clear up after the exam and ensure the exam room is left tidy ready for the next exam. Return to the Exams Office with the Lead Invigilator to ensure the safe return of the exam papers.
- To evacuate and closely supervise candidates in the event of an emergency. The Lead Invigilator will direct the students and staff in the room to the meeting point.
- To be trained on and then deliver arrangements required by candidates who have special arrangements whilst sitting their exam.
- To attend training sessions at the Academy, these are usually in October/November.
- To assist the Exams Officer with any requests that help to ensure the smooth running of the Exams.
- 

**Attributes and Qualities:**

- Desire and ability to work with young people
- Integrity and diplomacy
- Excellent Organisational skills
- Efficiency and Accuracy
- Excellent observational skills

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**The successful candidate must pass the required health and enhanced DBS checks.**

**This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager, Senior Line Manager or Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.**

## CANDIDATE SPECIFICATION

**Successful candidates are likely to be able to give evidence in support of all or most of the following:**

### **Professional Skills and Experience**

- Studied to a minimum standard of GCSE (grade A\*–C) or equivalent, in English and mathematics.
- ICT related qualifications.
- Experience of working within an ICT environment, diagnosing and solving problems (at least two years).
- Further education qualification relevant to the field.
- Experience of working in a school or similar establishment.
- Experience of training staff in ICT.
- Ability to build and form good relationships with colleagues and students.
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
- Ability to absorb and understand a wide range of information.
- Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
- Good standard of numeracy and literacy skills.
- Good analytical and problem solving skills.
- Good working knowledge of a range of ICT software, hardware and other resources.
- Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g. concerning licences.
- Understanding of networks, LAN, WAN and Internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals.
- Can proficiently use office computer software including word-processing, spreadsheet, database and internet systems.
- Initiative and ability to prioritise one's own work.
- Able to follow direction and work in collaboration with Line Manager.
- Able to work flexibly to meet deadlines and respond to unplanned situations.

- Efficient and meticulous in organisation.
- Desire to enhance and develop skills and knowledge through CPD.
- Commitment to the highest standards of child protection.
- Recognition of the importance of personal responsibility for health and safety.

***Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.***

## **Safeguarding Children**

### Context:

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**