



JOB DESCRIPTION

TITLE: School Examination Invigilator

RESPONSIBLE TO: Exams Officer/ Lead Invigilator

GRADE: L2

PURPOSE OF POST: To ensure the smooth running of examination process

ORGANISATION CHART: Exams Officer/Lead Invigilator
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School Examination Invigilator

Purpose of the post:

Invigilators have the prime responsibility for the smooth and effective conduct of examinations. The ratio of invigilator to pupils is likely to be 1:25. Invigilators will need to exude a confidence and authority, be suitably dressed and conduct themselves in a manner appropriate to an examination environment.

PRINCIPAL RESPONSIBILITIES:	<u>%</u>
1. Ensure the Conduct of pupils during the examination is in accord with the school’s requirements.	20
2. Safeguard the health, safety and welfare of pupils in the examinations room.	10
3. Ensure the effective use and availability of resources.	10
4. Supervised the examination in accord with the laid down regulations and guidance of the Examinations Board, e.g. times, materials allowed, SEN pupil requirements etc.	40
5. Follow procedures agreed with the school on the security of the process taking advice as necessary.	10
6. Complete attendance registers and /or seating plans as required.	5
7. Complete reports on incidents of misconduct as required.	5

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Possibility of Laptop computers and/or other aids/equipment for SEN pupils/Chairs

Other: Applicants for this public-facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English

Context: All support 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 Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken (DBS). 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 Authority. 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.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau'.

CV's will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience				
Skills/Abilities	Able to give clear and concise guidance.	1,2		
	Able to use initiative.	1,2		
	Able to exercise good judgement.	1,2		
	Basic literacy and numeracy skills.	1,2,3,4		
	Able to follow guidelines, and procedures.	1,2		
	Able to address health, safety or welfare issues.	1,2		
	Able to work effectively as part of a team.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2		
	Appropriate attitudes to use of authority and maintaining discipline	1,2		
Equality Issues	Able to identify and act on discrimination.	1,2		
Specialist Knowledge				
Education and Training				
Other Requirements	Willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

(i) Equal Opportunities

- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

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