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| Role | Examination Invigilator |
| Job Purpose | To invigilate at examinations and to provide a reliable and high standard of service to the Examinations Officer. |
| Accountable to: | Examinations Officer |
| Accountable for: | No line management responsibility |
| Main areas of responsibility: | <ol style="list-style-type: none"> 1. Oversee candidates' entry into and departure from the examination room, ensuring silence is observed at all times. 2. Ensuring candidates are seated according to the seating plan. 3. Ensuring the correct identification of candidates. 4. Dealing with candidates not on the list and latecomers. 5. Assist the Examinations Team with the distribution, collection and collating of exam papers and appropriate stationery. 6. Notify the start and finishing times of examinations. 7. Remain vigilant and attentive throughout each examination session to ensure that all students adhere to examination regulations. 8. Ensure that candidates are supervised in a quiet, subtle and inconspicuous manner. 9. Ensure that students with special requirements are dealt with appropriately, sensitively and within the JCQ regulations. 10. Support the Examinations Team with the enforcement of the school examination processes and procedures. 11. Reports any events, incidents or disruptions of the school examination processes and procedures. |
| General requirements | <p>All school staff are expected to:</p> <ol style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Support and contribute to the school's responsibility for safeguarding students. c. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors |

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| | <ul style="list-style-type: none"> d. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. e. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. f. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars. g. Undertake other reasonable duties related to the job purpose required from time to time. h. Be a positive role model to staff and pupils. i. Adhere to the School's dress-code. |
| Review and Amendment | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |
| Remuneration | |

Person Specification

Skills Required

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| Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy | Essential |
| Clear spoken English | Essential |
| Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately | Essential |
| Good organisational skills | Essential |
| Ability to be practical and keep a cool head in a busy environment | Essential |
| Ability to work without supervision and use their own initiative | Essential |
| Have an understanding of the importance of attention to fine detail. | |

Knowledge Base

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| Awareness of good professional conduct in the workplace. | Essential |
| Be discreet and adhere to confidentiality | Essential |
| Knowledge of safeguarding issues | Desirable |

Attainment

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| Numeracy and literacy skills to GCSE or equivalent | Desirable |
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Experience

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| General experience of supervising children and young adults | Essential |
| Knowledge of School/Education environment | Desirable |
| Experience of exam invigilation | Desirable |

Attitude/approach

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| Honesty and integrity | Essential |
| Able to demonstrate adaptability and flexibility | Essential |
| Approachable | Essential |
| High expectations of oneself, as well as of others, | Essential |
| Ability to remain calm in sensitive or potentially volatile situations | Essential |
| Ability to listen and make reasoned and informed judgements | Essential |

Personal Attributes

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| Enthusiastic, positive and hard-working | Essential |
| Calm, flexible, approachable attitude | Essential |
| Ability to solve problems, make good judgements and take decisions | Essential |

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| Ability to work under pressure, on own initiative, accurately and with attention to detail | Essential |
| Commitment to maintaining the caring and supportive ethos of the School | Essential |
| Commitment to the safeguarding of children and young people | Essential |
| Attention to detail | Essential |
| Well-presented appearance and professional manner | Essential |
| Self-motivated and able to work with minimal supervision | Essential |
| Ability to work flexibly as part of a team | Essential |
| Understanding of the importance of confidentiality | Essential |