

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Exam Invigilator
Reporting to:	Examinations Officer
Main purpose of the role	
To oversee and supervise examinations, to ensure that the integrity and security of examinations is upheld, and that correct procedures and policies are followed during the examinations.	

Measures

- Examinations Office procedures are seen as excellent by JCQ Inspectors.
- Examination rooms meet the requirements of the awarding body regulations at all times and in all locations.
- Examination candidates' experience of their examinations enables them to perform to the best of their abilities without interruption or issue.
- The risk of malpractice and administrative failures is negligible.
- All examinations run as calmly and smoothly as possible.
- Invigilators are up to date on regulatory changes and changes to in-school examination arrangements.

Key Accountabilities

1. To uphold the security and integrity of the examinations.
2. To assist in the setting up of examination rooms.
3. To ensure all students receive appropriate support in their examinations.
4. To prevent possible malpractice and administrative failures in examinations.
5. To assist the Senior Invigilator in other activities as required.
6. To attend annual, in school, training sessions.

Key dimensions affected by the role

1. The size of each examination session varies and therefore the demands on resources vary accordingly. This includes internal and external examinations.
2. Candidate requirements vary but these must be met every year as required.

Operating Context of the role

Examination Invigilators are used in both internal and external examinations so must be available when these examinations are running. Examination candidate numbers vary during exams throughout the entire school year so the requirements for invigilation vary but the key months are: November, January, March, May and June.

- High standards of efficiency are required in all examination rooms.
- Public examinations by their very nature require a high level of professional integrity and all functions are subject to time and security constraints.
- The examinations environment is dynamic and demands both flexibility and creative thinking to meet the changing requirements of the relevant authorities and to ensure compliance.
- Co-operative working and confidence in decision-making is key, whilst also knowing when to refer to or involve the Senior Invigilator or Examinations Officer.

Within all the work of the Examinations Office the principle of aiming to provide the optimum environment for students to write their examinations is paramount.

Key Interfaces

1. Examinations Officer.
2. Senior Invigilator.
3. Teaching Staff.
4. Students.

Safeguarding

Bede's School complies fully with the DfE Guidance 'Keeping Children Safe in Education' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to understand and comply fully with all associated internal policies and procedures.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Knowledge and Skills		
Excellent time management skills	E	I, E
Strong interpersonal skills	D	I,E
Experience		

Previous knowledge and experience of exam processes.	D	I
Personal competencies and qualities		
Excellent IT and administrative Skills	E	I, E

Additional information:

- **Hourly rate: £10-£13 dependant on invigilator role**
- **Hours may vary, can be discussed at interview**
- **all posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.**