

Examinations Invigilator Job Description

Post	Examinations Invigilator
Grade	Sessional Post – Fixed hourly rate
Responsible to	Examinations Officer /Director of Data, Exams and Assessment
Responsible for	Supporting excellence in administration and execution of examinations.
Working hours	As required

Everyone at Plumstead Manor works to fulfil our **School Plan**.

Purpose:

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. To contribute to ensuring the fair and proper conduct of examinations in an environment that enables a student to perform at their best.
3. To contribute to ensuring rigour, transparency, openness in the organisation of public examinations, and internal mock examinations.
4. Support staff and students in the organisation and execution of public examinations.
5. Promote a positive ethos across the school based on the school vision and the motto 'success and harmony'.

Members of our support staff are expected to:

- Uphold the school vision and plan.
- Demonstrate their commitment to equality and justice, success and harmony.
- Actively support and support the highest standards and expectations for students across the school.
- Work collaboratively with other colleagues to ensure to realise the school vision and to meet the needs of individual students.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.

Raising Aspirations, Securing Success

1. Contribute to the robust and rigorous administration of all public examinations, formal tests and internal mock examinations.
2. Contribute to ensuring accurate records of examination entries and results.
3. Contribute to the safe, secure and timely parcelling and dispatch of coursework and examination scripts.
4. Checking attendance during examinations and recording details of late arrivals and early leavers and collecting scripts from early leavers.
5. Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.

Challenge and Creativity

6. Assist with the organisation, arrangement and layout of examination halls in accordance with strict procedures.
7. Assist with the provision of stationery (sometimes heavy) and equipment appropriate to specific subjects, prior to the examinations and the delivery to and from venues as appropriate.
8. Assist with the preparation of seating plans.
9. Scribing and reading for students with exam access and dispensation arrangements.

Cultivating Harmony and Respect

10. Follow exam procedures and regulations.
11. Assist candidates prior to the start of the examinations by directing them to their seats and advising them about possessions permitted in examination venues.
12. Ensure that candidates do not talk once inside examination venues.
13. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
14. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues.
15. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
16. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
17. Promote the school's Equal Opportunities policy in a manner compatible with the duties of the post.
18. Promote and celebrate diversity and culture, students from all backgrounds and of all abilities in the duties of this post.
19. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher.

Examinations Invigilator Person Specification

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Selection Criteria

Qualifications and Experience	Candidates must demonstrate that they have: • Effective oral communication skills in English • Effective reading and writing skills in English.
Personal, Professional Qualities and Attributes	Candidates should demonstrate that they • Can support the school in fulfilling the School Vision and Plan. • Have the ability to work effectively as part of a team. • Common sense and fast thinking. • Have the ability to communicate with both staff and pupils and to establish professional relationships with staff and pupils / all member of the school community. • Ability to work under pressure, to tight deadlines. • Flexible approach to work • Ability and willingness on occasion to carry out some manual lifting of examination stationery.
Professional Knowledge and Understanding	It is <i>desirable</i> that candidates should demonstrate that they have • An understanding of the examination process. • Experience of working in a school.