



CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

Examinations Invigilator

Grade/Salary	Scale 3 pt 5 £12.48 per hour
Contract:	Casual Ad hoc as directed
Reports To:	As a member of support staff, the post is professionally responsible to the Headteacher, but will take day to day direction from the Examination Officer.
Location:	Required to work anywhere within the school site.

CONTEXT:

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed, with state of the art facilities for both staff and students as a result of moving into new buildings in 2017

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

PURPOSE OF JOB:

To provide efficient and effective invigilation to support the work of the Examinations Department by supervising candidates in internal/external examinations

KEY RESPONSIBILITIES & TASKS:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;

- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- informing the Examination Officer of unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- helping to ensure the examinations begin and end on time as scheduled;
- invigilating during examinations, in order to prevent cheating and malpractices, in accordance with the Joint Council for Qualifications 'Instructions for conducting Examinations' procedures;
- report any malpractices or problems to the Examination Officer;
- dealing with queries raised by candidates such as issuing resources and materials;
- escorting candidates to the toilet, or dealing with emergency situations such as illness; supervising candidates whilst outside examination venues;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- collecting and collating scripts at the end of the examination in accordance with the 'Instructions for conducting Examinations' procedures;
- 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;
- Assisting the Examinations Officer with other examination processes. This activity may include:
 - assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
 - delivering scripts to the exam room and/or School office

GENERAL RESPONSIBILITIES:

- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.
- To be aware of the principles of safeguarding as they apply to vulnerable children.
- To be aware of and support difference and ensure equal opportunities for all.

PERSON SPECIFICATION:

Desirable Qualifications:

- GCSE grade 'C' or above in English and Maths

Experience, knowledge, competencies & skills:

Desirable:

- Any relevant experience.
- Knowledge of the public examinations system
- A current enhanced DBS check

Personal attributes

- The ability to be pro-active within a team, working effectively with a range of styles and personalities;
- Honesty, integrity and reliability in supporting students during their examinations
- Confidence and assertiveness in dealing with staff, students and parents, at all levels.
- Willingness and ability to be adaptable and work flexibly, when required.
- Ability to display resilience under pressure.
- An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi - skilling and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.