

CHIPPING NORTON SCHOOL – JOB DESCRIPTION

Job Title	Invigilators	Department	Administration
Reporting to	Curriculum & Examinations office	Grade 4	currently £8.04-£8.39 per hour Excluding holiday pay

Brief description

The post holder will be a member of the support staff whose work is co-ordinated by the Curriculum and Examinations Office Manager and the Senior Administrator who may delegate other general duties.

The work schedule will include the following main 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
- Ensuring that candidates do not talk once inside examination venues
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations
- Recording details of late arrivals and early leavers and collecting scripts from early leavers
- Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination venues
- Collecting and collating scripts at the end of the examination in accordance with strict 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.
- Delivering scripts to the curriculum and examinations office

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In a case, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility then the post would be eligible for re-evaluation.

October 2016

Person Specification

Qualification and Experience	Essential	Desirable
Enhanced DBS	✓	
Work with children/young people and/or other work within an educational setting or experience of working with people		✓
Skills and Abilities		
Ability to work under pressure	✓	
Ability to work on own initiative or as part of a team	✓	
Ability to solve problems and to show initiative in a range of situations	✓	
Ability to work confidently with students and staff	✓	
Personal Attributes		
Reliable and conscientious	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Enthusiastic with a positive and optimistic outlook and a sense of humour	✓	
A flexible and positive approach	✓	
An enthusiasm for working with young people	✓	
Good interpersonal skills	✓	
An understanding of the importance of professional confidentiality	✓	