

# Invigilator

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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To work at Pakefield High School, Lowestoft, Suffolk

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### Salary

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Scale A - £12.85 per hour – Casual Contract

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### Hours of Work

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Variable Hours

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### Core Purpose

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The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

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### Reporting Lines

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- Line managed by the Exams Officer.

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### Key Responsibilities

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- Liaising with the examination officer
- To assist in the setting up of examination rooms
- Ensuring all candidates have an equal opportunity to demonstrate their abilities
- Ensuring the security of the examination before, during and after the examination
- Preventing possible candidate malpractice
- Preventing possible administrative failures
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise
- To maintain confidentiality

- To ensure there is no talking or disruption for the candidates once an examination has begun
- To be aware of any needs that candidates may have during an examination
- Give all their attention to conducting the examination properly
- Be able to observe each candidate in the examination room at all times
- Inform the examinations officer if they are suspicious of the security of the examination papers

Invigilators **must not** carry out any other task (for example, reading a book or marking) in the examination room.

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### Other Opportunities

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- Play an active role in school life and make a positive contribution to the ethos of the school.
- Actively participate in whole school CPD.
- Perform additional duties and tasks required for the effective operation of the school.

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### Variations

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- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the school, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year. It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills and ability to relate well to children and adults.</li> <li>• Good IT and administrative skills</li> <li>• Good organisational skills</li> <li>• Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities.</li> <li>• Understand and respect the principles of confidentiality</li> <li>• To think clearly and make correct decisions in the event of an emergency in the exam room</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• An understanding or willingness to learn of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• An understanding or willingness to learn of data protection.</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.