



# Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	Exams Invigilator (including reading and scribing)
<b>Summary of the role:</b>	To assist Exams Officer with the daily running of exams
<b>Line management responsibility for:</b>	N/A
<b>Safeguarding requirements:</b>	<ul style="list-style-type: none"> <li>Engage in regulated activity relevant to children</li> <li>Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>Keeping up to date with the requirements of the role by completing training, which is currently a mixture of in-person meetings, online training and reading the latest regulations Awarding Body documents as supplied by the Exams Officer.</li> <li>Reporting to and being briefed by the exams officer prior to each exam session</li> <li>Ensuring that the integrity and security of the exam is maintained at all times and that the strict Awarding Body regulations are complied with before, during and after the exam.</li> <li>Assisting the Exams Officer in preparing the exam room to meet Awarding Body requirements, including laying out equipment, candidate cards, laptops and exam papers.</li> <li>Supervising the candidates' orderly, silent entrance to the exam room, in a manner that allows candidates to feel safe and relaxed before and during the exams.</li> <li>Ensuring that candidates do not take any unauthorised items into the exam room e.g. mobile phones.</li> <li>Ensuring that all candidates are identified and offering guidance to candidates who do not appear on the register and/or seating plan.</li> <li>Making the necessary announcements (including erratum notices) at the start of the exam and ensuring candidates</li> </ul>



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	<p>have all the information/materials they need.</p> <ul style="list-style-type: none"> <li>• Completing the board at the front with the details as required by the Awarding Body, including start and finish times. This includes calculating the finish time of candidates who are entitled to extra time.</li> <li>• Ensuring that all attendance registers are completed accurately and signed.</li> <li>• Quietly observing candidates during the exam, monitoring for signs of malpractice, candidates feeling unwell and responding to candidate queries in a calm, reassuring way, and in accordance with Awarding Body regulations.</li> <li>• Supervising candidates who may need to briefly leave the exam room.</li> <li>• Complying with Awarding Body and school procedures and completing the required paperwork in dealing with issues such as candidates who arrive late, irregularities, emergency evacuation, rescheduled or 'clash' candidates.</li> <li>• Notifying candidates of the end of the exam, collecting the exam paperwork, ensuring that formal exam conditions are maintained until the candidates have left the exam room.</li> <li>• Collating scripts to match the Awarding Body's register.</li> <li>• Tidying the exam room, ensuring that all equipment is collected and stored as required by the Awarding Bodies.</li> <li>• Ensuring that exam paperwork is never left unattended at any time.</li> <li>• Supervising exam timetable clash candidates between exam sessions</li> </ul> <p>You may also be called upon to assist by reading and/or scribing for students who have approved access arrangements. Training for this is required and will be provided.</p>
<p><b>Line management duties and responsibilities</b></p>	<p>N/A</p>

**You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.**



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<b>Person Specification</b>			
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Secondary school education</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• GCSE (or equivalent) English grade 4/C or above</li> <li>• GCSE (or equivalent) Maths grade 4/C or above</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in with children and young people</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p><b>Skills, abilities and competencies</b></p>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> <li>• Basic IT skills (familiar with use of email, mobile phone messaging etc.)</li> </ul>	<p><i>The skills, abilities and competencies that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of exam processes.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Literate</li> <li>• Numerate</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of exam processes</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p><b>Attitude and Behaviours</b></p>	<p><i>The attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• reliable, flexible and readily available during main exam periods</li> <li>• ability to remain calm under pressure and be a confident and reassuring presence to candidates in exam rooms</li> <li>• effective communication skills and good interpersonal skills</li> </ul>	<p><i>The attitude and behaviours that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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	<ul style="list-style-type: none"><li>• ability to work independently and as a member of a team</li><li>• high standards of integrity, tact, diplomacy and confidentiality</li></ul>		
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