

FULLHURST COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	Examination Invigilator
GRADE:	Hourly rate £8.90
STATUS:	Temporary and Casual
HOURS:	As required.
HOURS OF WORK:	As required.
RESPONSIBLE TO:	Deputy Principal/ Exams Officer

OVERALL PURPOSE OF THIS POST:

To be responsible for preparing and conducting examinations in accordance with examination board regulations.

MAJOR OBJECTIVES:

These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. Ensure that both College and examination board regulations on conduct, communication, etc. are strictly observed and implemented.
2. Ensure candidates observe and obey examination conduct and behaviour.
3. Ensure that the relevant papers, equipment and materials are available for each examination and each student.
4. Supervise candidates in a quiet and unobtrusive manner.
5. Work within the direction of the Examination Officer and the Deputy Principal (Assessment and Exams).
6. Be familiar with and be prepared to implement procedures for dealing with emergencies, queries and inconsistencies.
7. Follow the requisite procedures and legislation regarding confidential information e.g. the Data Protection Act.
8. Be proactive in the implementation of the College's and the Local Authority's (LA's) Equal Opportunities policy, Health and Safety regulations, Child Protection and Environment Protection policies.

SUMMARY OF JOB TASKS *(Each taking at least 10% of the job-holders time)*

1. Assist in the setting up of examination venues.
2. Distribute examination papers, additional paper and relevant equipment and materials as necessary.
3. Assist in the efficient timekeeping of examinations.
4. Assist candidates prior to the start of the examination e.g. directing them to their seats, advising them about examinations regulations etc.
5. Report and deal with any inconsistencies, emergencies, lateness and absences as required.
6. Respond to candidates' queries and concerns.

OTHER JOB TASKS:

1. Ensure that examinations are conducted smoothly.
2. Ensure that students' basic needs are catered for.
3. Assist the Examinations Officer in the safekeeping, storage and distribution of examination materials and equipment.
4. Undertake appropriate professional development and training.
5. Undertake other duties that may be reasonable as requested by the Principal, the Examinations Officer or the Business Manager.

GENERAL:

The post-holder must be available for work during the College examination periods and on the days requested by the Examination Officer.

This college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to pre-employment checks, e.g. Disclosure & Barring Service (DBS) checks.

This post is subject to exemption from The Rehabilitation of Offenders Act 1974.

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PERSON SPECIFICATION

POST TITLE: EXAMINATION INVIGILATOR

CRITERIA	REQUIREMENTS	E/D*	Info found (i.e. application form/interview
A. TRAINING AND EDUCATION	A level of literacy and numeracy sufficient to carry out the duties of the post.	E	
B. EXPERIENCE AND KNOWLEDGE	Experience of working in an educational setting/environment. Experience of liaising with staff and students. Experience of responding to and dealing with queries and/or emergencies. General awareness of examination procedures. Experience of dealing with students with special needs. Knowledge of Health and Safety at Work Act and the implementation. Working knowledge of the Data Protection Act.	D D E D D E E	
C. EQUAL OPPORTUNITY	Must be able to recognise discrimination in its many forms and willing to put the Council's equality policies into practice. Commitment to equal opportunities and equal value for all students.	E E	
D. QUALITIES AND SKILLS	Ability to work as a member of a team and liaise effectively with others. Ability to display good judgement in a variety of situations. Good awareness of, and ability to, exercise confidentiality when necessary. Record of good health and attendance. A good sense of humour.	E E E E E	
E. OTHER CONDITIONS	Able to exercise confidentiality Able to work to the requirements of the Data Protection Act. Able to undertake job related training and development as required.	E E E E	

	Must satisfy relevant pre-employment checks e.g. DBS (Disclosure and Barring Service) disclosure.		
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* E = Essential D = Desirable