

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Casual Exam Invigilator	Location	Ellis Guilford School
Salary	£13.05 per hour	Hours	As required, between 8.00am and 4.00pm, term time only
Department	Exams Team	Reports To	Exams Manager and Senior Leadership team

JOB PURPOSE:

- To provide invigilation for internal and external examinations at the school.
- To be responsible for collecting the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam material to the Exams Officer at the end of the allocated time.
- To contribute to the calm, inclusive and purposeful school environment where every child is seen, heard and valued.

KEY RESPONSIBILITIES AND DUTIES:

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- To understand and commitment to maintaining the appropriate standards of confidentiality / security of examination materials.
- To adhere to the school's policies and procedures.
- To report / communicate any problems / incidents / emergencies to the Exams Officer.
- Tidy and straighten exam desks.
- Check seating tickets are in place on desks.
- Set out examination materials on desks.
- Check clocks are at the correct starting time.
- Check that supplies of supplementary paper are available at distribution points.
- Supply supplementary paper to candidates.
- Invigilate candidates by positioning around the room.
- Record children who need to use the toilet.
- Supervise the LRC, Sports Hall and other designated exam areas to ensure silence on dismissal.
- Ensure candidates do not leave the hall with exam papers or stationery.
- Collect exam papers, booklets, etc.
- Sort completed scripts into candidate number order.
- General tidying up after candidates have left.
- To safeguard and promote the welfare of children and young people by adhering to all safeguarding, child protection and staff conduct policies and procedures, and reporting any concerns in accordance with school requirements.

OTHER DUTIES

- Supervise candidates with examination clashes over the lunch period.
- Invigilate individual candidates with extra time in small examination rooms.
- Function as a scribe / reader for individual candidates.
- Supervise corridors.
- Invigilate in specialist examination rooms if required.
- General sorting or checking of examination papers/stationary.
- Check completed scripts for candidate details.
- Display and remove notices.

GENERAL:

- To maintain an important level of confidentiality, at all times

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- Have a working and up to date knowledge of professional duties and legal liabilities.
- Have elevated expectations for every child and endeavour the opportunity to reach their potential and meet expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and children.
- Work as a team member and identify opportunities for collaborating with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Principal.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. (The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time.)

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	Maths and English GCSE to Grade C or above (or equivalent).	
EXPERIENCE	- Experience of busy work / school environment. - Customer service environment. - Working as part of a team	Experience of working in a school.
SKILLS AND PERSONAL ATTRIBUTES	- Good time keeping. - Energy and enthusiasm. - Tactful and understand confidentiality. - Patient and understanding attitude. - Commitment to Health and Safety in the workplace. - Safeguarding of Children.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: Empowering Ambition: Supporting personal growth, innovation and high performance. Championing Equity: Promoting fairness, inclusion and elevated expectations for every child. Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, child welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice.	
OTHER REQUIREMENTS	Elevated expectations for every child and a proven history of making a difference to the learning and experiences of children inside and outside the classroom. Commitment to and vision for developing links with the local community.	
Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.		