

Job description	
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.	
Summary of the role:	Exam Invigilator
Reporting to:	Examinations Officer
WGS and Department Overview	The Examinations Department is run by the Examinations Officer with the help of a part time Assistant Examinations Officer (who is a member of the teaching staff) and a number of exam invigilators who work on a casual agreement. The Department is responsible for the administration of all Public and Internal Examinations within school. The ethos of the department is to provide a calm, fair and safe environment for the students during all examinations, in line with JCQ Rules and Regulation, the Equality Act and the School Policies.
Role Overview	The role of Exam Invigilator is a casual role. The invigilator's role is to ensure that examinations run smoothly in line with the current rules and regulations set out by the examination board. This is a flexible role with varying hours and you will be expected to be available during the main examination periods, during school hours, throughout the year. Exams take place at various times throughout the year. The main exam seasons at Withington Girls' School are January, May and June. Exams take place during school hours with morning and/or afternoon sessions available. No previous experience is necessary as full training will be provided.
Main duties and responsibilities:	<ol style="list-style-type: none"> 1. To ensure a calm environment which will give all students the best possible opportunity to be successful in their examinations. 2. To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ. 3. To play a key role in upholding the integrity of the examination process. 4. To ensure on exam day that: <ol style="list-style-type: none"> a. exam rooms are set out to standard; b. the correct exam papers and materials are distributed to candidates; c. all candidate queries are handled and resolved where possible; d. you are vigilant, and that candidates are supervised at all times; e. emergencies or irregularities are dealt with effectively; f. disruptions or irregularities are recorded/reported; g. exam scripts are collected;

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| | <ul style="list-style-type: none">h. all exam scripts and exam materials are returned securely to the Examinations Officer.5. To maintain good order among the pupils and safeguard their health, safety and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.6. To become familiar with, and follow, all school policies. |
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Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A good general level of education 		<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Experience of managing confidently the organisation of a number of tasks • Administration experience 	<ul style="list-style-type: none"> • Experience of working in a School environment or with young people • Previous work as an invigilator or a similar role 	<ul style="list-style-type: none"> • Application form
Skills and Knowledge	<ul style="list-style-type: none"> • Effective communication skills • Good command of English both spoken and written • Good interpersonal skills 	<ul style="list-style-type: none"> • Knowledge of examination procedures and regulations 	<ul style="list-style-type: none"> • Contents of the application form • Interview • references
Personal competencies and qualities	<ul style="list-style-type: none"> • Trustworthiness and integrity • Meticulous approach to work • A warm, friendly and patient manner, with an ability to remain calm under pressure or during unexpected circumstances • Ability to work to predetermined instructions • Be confident and a reassuring presence to candidates within the exam room • Good team member and also able to work on own initiative and independently • Ability to form good relationships with pupils and staff. • Ability to keep calm under pressure or during unexpected circumstances • Punctuality, reliability and flexibility are key to the success of this role within the Examinations team. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people 		<ul style="list-style-type: none"> • Contents of the application form • Interview • references