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| JOB DESCRIPTION School: | Range High School |
| Post: | INVIGILATOR |
| Grade: | Grade B |
| Section | Examinations Department |
| Responsible to: | Examinations Manager |

Key Duties and Responsibilities

To supervise examinations in accordance with the procedures, guidelines and regulations and to support the integrity and security of examination papers under the direction/instruction of the Examinations Manager.

Remain vigilant at all times during the test / examination periods so that all pupils have a fair and equal chance of completing the examination within the designated time. The position requires a considerable amount of time standing and moving around the examination room.

Administration

- Be aware of the relevant sections of the Joint Council for Qualifications (JCQ) guidance for invigilation.
- Be aware of Range High School's emergency evacuation policy.
- Completion of attendance list and seating plans.
- Check pupils' materials to ensure that names and relevant numbers have been entered correctly and complete where necessary.
- To brief pupils at the beginning of all tests and examinations stressing the expected behaviours and procedures to be adhered to.
- To report any malpractice incidents to the Examinations Manager, completing any written reports where necessary.

Organisation

- To maintain quiet in the examination room and the immediate vicinity in adherence to the Joint Council for Qualifications (JCQ) rules.
- Ensuring electronic devices and watches are switched off and stored in accordance with the JCQ rules.
- The admittance of correct pupils into the examination room, checking ID cards match the seating plan.
- Distribute and collect examination papers and materials ensuring security of the same, at all times.
- Handling of pupils who arrive late, in accordance with procedures and JCQ regulations.



- To escort and supervise pupils with examination clashes between examination rooms
- To escort and supervise pupils to allocated areas in emergency situations.
- Supervision of pupil, scribes/readers to ensure that unauthorised communication does not take place with the student during the examination.
- Handling of malpractice incidents in the examination room in accordance with procedures.
- To handle questions from pupils in accordance with procedures and JCQ rules and seek assistance from senior member of staff where required.
- To assist with pupil first aid/welfare duties as required.

Resources

- Prepare the designated room for the examination ensuring displays or materials are covered/removed.
- Use of the computer to ensure the clock is displayed.
- Obtain and return examination papers and materials from the examination office/department.
- Responsibility for the security and safety of examination papers and materials outside of the examination office/department.
- Summon assistance, when required, from relevant members of staff.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Provide support and be aware of the requirement to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Participate in mandatory training session in November, each year.

Note: - This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.



Range High School



GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.



**PERSON SPECIFICATION
POST—INVIGILATOR**

Personal Attributes Required for the Post

Essential/ Desirable Assessment

QUALIFICATIONS/ TRAINING

| | | |
|---|---|--------|
| GCSE English Language and Mathematics at Grade C or above (4 or above) | D | AF & I |
| NVQ Level 2 in Business Administration/ Customer Service or relevant experience | D | AF & I |

EXPERIENCE

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| Previous relevant experience | D | AF & I |
| Experience of general clerical / administrative work | E | AF & I |
| Basic knowledge of first aid | D | AF & I |
| Basic awareness of inclusion, especially within a school setting | E | AF & I |

SKILLS/ KNOWLEDGE/ APTITUDES

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| <u>Communication and Influence</u> | E | AF & I |
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Conveys basic messages using a variety of media.
 Confidence when communicating with others
 Writes in a clear, factual and logical way.
 Is able to provide constructive feedback on day-to-day issues in an appropriate manner.

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| <u>Team Working</u> | E | AF & I |
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Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, shares information to keep others up-to-date. Takes time out to listen, explain and provide constructive feedback.

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| <u>Adaptability</u> | E | AF & I |
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Understands the need for change and is able to adjust style and way of working, taking others into account. Learns from experience.

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| <u>Use of Technology</u> | D | AF & I |
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Has a knowledge of basic computer use. Has a willingness to remain proficient as the Technological needs of the school change.



PERSON SPECIFICATION POST—INVIGILATOR

Professional Values and Practice

E

AF & I

Ability to build and maintain successful relationships with pupils and adults . Treat them consistently with respect and consideration.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

E

AF & I

SPECIAL REQUIREMENTS

Requirement to complete support staff induction programme

E

AF & I

Attend mandatory training session