

# Ysgol Henry Richard

## Job Description



<b>Post title:</b>	<b>Exam Invigilator</b>
<b>Purpose:</b>	The post holder will assist the examinations team in the correct running and supervision of examinations including, when necessary, assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports, collation of examination documentation.
<b>Line Manager:</b>	Examinations Officer
<b>Contract:</b>	Part Time
<b>Contract length:</b>	Casual permanent
<b>Salary:</b>	Grade 2
<b>Work hours:</b>	Flexible to be worked during the school's external exam periods
<b>Disclosure level:</b>	Enhanced

### Duties and responsibilities

#### Main Duties and Responsibilities:

- To assist in the preparation of the examination room ensuring that it meets the JCQ requirements.
- To ensure all candidates receive appropriate examination question papers and answer paper.
- To fully brief pupils to ensure that they are made fully aware of exam conditions before the exam commences.
- To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations.
- To be aware of any needs that candidates may have during an examination.
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the examinations officer.
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.
- To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations. To ensure students have clear sight of a clock within the exam venue.
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise.
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
- To ensure there is no talking or disruption for the candidates once an examination has begun.
- To ensure all candidates are seated before opening the question papers.
- To ensure that invigilators DO NOT help candidates in any way with the question paper.
- To sign the centre's confidentiality declaration
- To ensure that examination is carried out strictly in accordance with the guidelines set out by the Joint Examinations Board.
- To assist in other activities as may reasonably be requested by the centre from time to time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

<b>Accountability</b>	Accountable to ALNCo , Senior Leadership Team and the Governing body
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<b>Signed</b>		<b>Date</b>	
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### Person Specification

<b>The academic / professional / technical / vocational qualifications (including Level of qualifications) required for the post</b>	Good numeracy/literacy skills.  Participation in development and training opportunities			
<b>The level of linguistic skills required for the post</b>  (See language guides and ceri   net)	See table below.  *Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.			
	<b>Listening / Speaking</b>	<b>Reading</b>	<b>Writing</b>	
<b>Welsh (ALTE Framework Levels)</b>	4	4	4	<b>Essential*</b>
<b>Saesneg (ALTE Framework Levels)</b>	4	4	4	<b>Essential</b>
<b>Practical/personal skills required for the post</b>	<ul style="list-style-type: none"> <li>• Is honest and trustworthy and respects the principles of confidentiality.</li> <li>• Excellent communication skills</li> <li>• Excellent verbal, written and oral skills.</li> <li>• Has good interpersonal skills.</li> <li>• Ability to work together in a team.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to deal calmly with different situations as they arise</li> <li>• Reliable and punctual</li> </ul>			
<b>Experience required for the post</b>	<ul style="list-style-type: none"> <li>• Experience in basic administration</li> <li>• Education background preferable</li> <li>• Knowledge of school environment</li> </ul>			
<b>Training / education required / undertaken for the job</b>	<ul style="list-style-type: none"> <li>• Participate in the school's professional learning program for exam invigilation.</li> </ul>			