



## Job Description: Casual Invigilator

<b>Reports to:</b>	Exams Officer
<b>Location:</b>	Ark Alexandra Academy
<b>Contract:</b>	Casual
<b>Working Pattern:</b>	Hours will be variable dependent on need
<b>Salary:</b>	Ark Support Scale 4: Pay Point 3: £11.09 per hour

### The Role

To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

### Key responsibilities

- To check the examination room prior to the arrival of candidates to ensure that:
  - heating, lighting, ventilation and levels of extraneous noise are acceptable
  - no display materials that might be helpful to candidates are visible
  - a reliable clock of readable size is visible to each candidate
  - the Warning to Candidates is displayed both inside and outside the examination room
  - the Notice to Candidates is displayed in a public place outside the examination room
  - the seating arrangements prevent candidates from overseeing the work of others
- To ensure that a signed record is kept of the seating and invigilation arrangements
- To carry out checks on the identity of candidates on their arrival
- To take all reasonable steps to ensure that:
  - only the official examination stationery is used by candidates
  - candidates take into the examination room only those articles, instruments or materials which are expressly permitted
  - candidates have all the necessary material to enable them to complete the examination
- To open the packet of examination papers and issue the papers to candidates
- To give clear instructions to candidates
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
- To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body
- To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
- At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers
- After collation, to ensure scripts and unused stationery are handed to the person responsible
- To ensure that the room is left in a tidy condition
- From time to time you may be asked to act as a scribe and or a reader for students during their exam.

### Other

- Carry out other reasonable duties as directed by Line Manager/SLT

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



## Person Specification: Casual Invigilator

### Qualification Criteria

- Right to work in UK
- First Aid qualification desirable.

### Knowledge and Experience

- Ability to demonstrate accuracy and attention to detail
- Ability to work effectively and supportively as a member of the team
- Good written and oral skills
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Experience of working in an educational setting (desirable)
- A sound knowledge of the school's examination policy and procedure (desirable).

### Personal characteristics

- Ability to demonstrate flexible approach
- Ability to offer reliability and punctuality
- Willingness to participate in further training and development opportunities offered by the school
- Ability to be firm but fair at all times
- Ability to demonstrate common sense and initiative
- Willingness to maintain confidentiality on all school matters

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*