

JOB DESCRIPTION: Lead Exam Invigilator

| | |
|--------------------------|---|
| PURPOSE: | To play a role under the auspices of the Governing Body/Headteacher and under the overall direction of the Exams Officer in enhancing the examination process for all students in the school through upholding the integrity of the internal and external examinations. |
| RESPONSIBLE TO: | Examinations Officer |
| DISCLOSURE LEVEL: | Enhanced |
| SALARY/GRADE: | £12 per hour |
| WORKING TIME: | Casual contract – mainly during exam season (as agreed with the Exams Officer) |

Summary of Responsibilities

Overall Accountability:

- The Lead Exam Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates and fellow invigilators.
- To uphold the integrity of the external examination process.
- To be able to take responsibility and demonstrate leadership through the fair delegation of task amongst invigilators and make decisions regarding the examination process.
- To ensure all internal exams are conducted to the Joint Council for Qualifications standards.

MAIN DUTIES

- Ensure all candidates have an equal opportunity
- Maintain integrity of exams by giving all your attention to conducting the examination properly
- Observe all candidate's in the room at all times
- Ensure exams security before, during and after the exam
- Prevent possible candidate malpractice
- Prevent possible administration failures
- Assist the Exams Officer in preparing for examinations
- Inform the Exams Officer or Headteacher if you are suspicious about any malpractice or administration failures to be dealt with correctly.

Other Specific Duties:

Additional Duties:

- Identify and register candidates
- Ensure that examination conditions continue throughout extra time
- Supervising candidates during rest and clash breaks
- Maintain a visible, professional and high profile within the school
- Ensure the correct procedures are followed for the end of the exam and candidates are dismissed appropriately
- Ensure that all exams scripts and other materials are returned securely to the Exams Officer and stored safely

Other Duties:

- To continue personal development and to engage actively in the appraisal process
- To undertake other duties as directed by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

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

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Lead Exam Invigilator

Essential unless noted as Desirable

Education and Training

- Experience of working as an invigilator (Desirable)

Skills/Professional Qualities

- The ability to use ICT effectively
- The ability to work with children and to manage behaviour

Leadership/Personal Qualities

- Commitment to supporting the School's unique Jewish ethos (there is no requirement or need for applicants to be Jewish)
- Always prepared to put the students' needs first
- Ability to be flexible and enthusiastic
- Ability to listen and effectively communicate and negotiate with a variety of audiences
- Diplomatic with the ability to develop and maintain effective relationships
- Ability to act quickly and sensitively under pressure
- A team player respected by others
- Ability to manage workload appropriately
- Able to keep calm in difficult situations, can deal with stress and absorb pressure
- Open and constructive, accepting of feedback and always willing to learn
- Energetic and enthusiastic with an excellent sense of humour
- A 'can do' positive approach
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities issues; a commitment to working in a multi-cultural environment and with students from diverse backgrounds