**JOB DESCRIPTION**

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| **Job Title:** | Chief Invigilator |
| **Responsible to:** | School Principal through Examinations Officer |
| **Responsible for:** | Assistant Invigilators (day to day supervision only) |
| **Salary Scale:** | £13.26 per hour |
| **Hours of Duty:** | Flexible between 8:30am to 5:00pm, Monday to Friday depending on requirements during the months of November, February, May and June |

**JOB PURPOSE**

To undertake invigilation and other examination related duties under instruction from the Examinations Officer. To help ensure a calm environment which will allow students the best possible opportunity to be successful in their exams. To be vigilant at all times.

**MAIN DUTIES AND RESPONSIBILITIES**

* To collect examination papers and materials from the Examinations Officer and ensure that the examination room meets Joint Council for Qualifications (JCQ) requirements, using the checklist provided.
* To prepare the examination room in accordance with the seating plan provided and to get candidates into the room in an appropriate manner.
* To ensure the correct identification of all candidates and that they are aware they are under exam conditions.
* To ensure that the invigilation notice is read to candidates at the beginning of an exam and to open and distribute papers and other authorised materials.
* To ensure that candidates have the correct papers and to record start and finishing times of exams, and that the attendance register is completed accurately.
* To supervise candidates in a quiet and unobtrusive manner, aided by the Assistant Invigilators, who will be under your direction; distributing additional paper / equipment as required, and where allowed by the specific regulations of the subject/paper being sat by the candidate.
* To respond to candidates’ queries in line with JCQ regulations.
* To liaise with the Examinations Officer in the event of any problems.
* To record any issues in the incident log in the exam hall and ensure that efficient timekeeping is maintained.
* To notify candidates that the examination has finished and to make sure that candidates have filled in the necessary information on their examination papers and /or answer booklets.
* To collect and collate scripts and question papers in the order shown on the attendance register, pack in correctly labelled script bags, complete the delivery log and deliver the scripts to the School Office or Examinations Officer as required.
* To ensure that examination conditions are maintained until all candidates have left the room and that scripts are never left unattended.
* To return all examination materials to the Examinations Officer or School Office, as directed, at the end of the exam.
* **To maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside of the School except in the recognised course of their duties.**
* To demonstrate a commitment to improving and developing the organisation’s processes and facilities
* To carry out such duties that may be reasonably required by your line manager

**PERSON SPECIFICATION**

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| **NOTES TO JOB APPLICANTS** |
| 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. 2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise. 3. Shortlisting will be carried out on the basis of the criteria set out in Section 1 below, using the information provided by you on your application form. 4. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role. |

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| **SECTION 1 - CRITERIA** |

The following are criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

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| **Factor** | **Essential Criteria** | **Desirable Criteria** |
| **Experience** | * An understanding of the examination process. | * Experience of working in an educational environment. |
| **Qualifications** | * Good command of written and spoken English. | * English & Mathematics to GCSE level |
| **Skills & Abilities** | * Confident in communicating with both staff and pupils. * Calm under pressure. * Flexible. * Well organised with great accuracy and attention to detail. * Excellent timekeeping. | * Able to complete tasks which require physical activity and vigilance throughout the working session. |

There is a requirement to undergo a short period of training prior to beginning the role.

**Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.**