



**COX
GREEN
SCHOOL**

Invigilator

Person Specification: Invigilator

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none">1. GCSE English and Maths at Grade C or above.2. Eligible to work in the UK	√ √ √		Application form & evidence
Experience: <ol style="list-style-type: none">3. Able to remain calm and authoritative, but also relate sympathetically to students.4. Experience of working with children or young people.5. St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training.	√ √ √		Application form & testing
Vision and Strategy: <ol style="list-style-type: none">6. Vision Aligned with Cox Green School of high aspirations and high expectations of self and others.	√		Interview
Behaviours, Skills and Abilities: <ol style="list-style-type: none">7. The ability to enthuse and inspire others and has a 'can do' attitude.8. Knowledge and understanding of exam regulations and conditions.9. The potential ability to work as a team as well as an ability to work alone under limited supervision.10. To be physically fit for long periods of standing and walking and distribution and collection of exam papers.11. Excellent listening, communication skills and high levels of emotional intelligence.12. Strong organisational and time-management skills.13. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.14. An ability to help implement necessary routines and patterns to establish good behavior management within a school.15. The ability to work well under pressure and to be decisive.16. High levels of honesty and integrity, confidence & self- motivation.17. Ability to communicate fluently in accurate spoken and written English.	√ √ √ √ √ √ √ √ √ √ √		Interview Interview
Other: <ol style="list-style-type: none">18. This post is subject to an enhanced Disclosure and Barring Service (DBS) check19. The post holder must be committed to safeguarding the welfare of children.	√ √		Interview



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Job Description: Invigilator

Line Manager:

Exams Manager

Posts directly supervised:

N/A

Main Purpose of Role:

To secure excellent achievement and progress of all students.
To prepare for and manage and supervise the running of internal and external examinations.

Accountabilities:

Achievement and Progress

- Ensure all students; including those with SEN make at least good progress across all of the key stages by providing an excellent IT system.
- Role model good levels of literacy, communication and numeracy

Teaching and Learning:

- Understand the National Occupational Standards (TDA) and apply them in work.
- Promote consistently high expectations of all students and apply whole school policies.

Behaviour and Safety:

- Develop and promote effective partnerships with parents, carers, other staff and students so they are highly positive about the school in terms of achievement, teaching and learning, behaviour and safety.
- Ensure all students show high levels of engagement, courtesy, collaboration and cooperation.
- Take active steps to eradicate all forms of bullying.
- Be aware of what constitutes an unsafe situation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.

Leadership and Management

- Lead by example and demonstrate passion and ambition for the school and its students.
- Employ highly effective strategies to improve achievement and progress by: seeking out and modelling best practice and reflection and be open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.
- Work effectively and positively with the governing body, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

General responsibilities:

- As a member of support staff contribute to the overall leadership & management of the school & to be proactive in supporting an ethos that recognizes & celebrates success & promotes high expectations & aspirations.
- Contribute to the effective management of the school through the implementation of school policies, code of conduct.

Main Duties:

Before the examination:

1. To arrive at least 30 minutes before the scheduled start time of any examination.
2. Ensure that the exam candidates enter the exam room and sit their exams in a calm, orderly and controlled atmosphere, adhering to the prescribed exam regulations and conditions.
3. To be responsible for setting up the examination room in accordance with examination board regulations.

4. To be aware of the exam regulations and conditions.
5. To distribute and collect examination papers at the appointed time and keep securely until the start of the examination.
6. To check stationery supplies are available as specified for the examination.
7. To supervise the seating of candidates for all examinations and for external examinations:
 - To seat according to the seating plans.
 - To collect mobile phones, all other electronic devices and any valuables and ensure they are stored in the examinations office and returned at the end of the examination.
8. To distribute examination papers according to the instructions on the packet.
9. To make announcements, start and stop examinations as required under the direction of the Exams Manager.

During the examination:

10. To complete and sign the attendance registers.
11. To patrol the examination room monitoring the progress of the examination and ensuring the integrity of the examination is not compromised.
12. To escort candidates to the toilets where required during the examination, ensuring there is no contact with other pupils.
13. To make notes of any irregularities and inform the Exams Manager.

At the end of the examination:

14. To collect examination papers before the candidates leave their seats and
 - For **external examinations** – package them ready for posting, ensuring attendance registers are included as necessary.
 - For **internal examinations** – collate the completed papers and deliver as directed.
15. To dismiss candidates in an orderly manner.

After the examination:

16. To return a copy of the attendance register and seating plan to the Exams Manager.
17. To return unused question papers to the Exams Manager.
18. To return any unused stationery to the Exams Manager, ensuring that the boxes are tidy and fully stocked for the next day.

Others:

- To be physically fit as the role requires long periods of time standing and walking the exam room and the distribution and collection of exam papers.
- Contribute to the effective management of the school through the implementation of school policies, code of conduct.
- Attend meetings relevant to the post.
- To attend staff briefings and meetings as required.
- To participate in INSET as required.
- To participate in the Staff Appraisal processes of the school.
- Other duties as the Head may reasonable require.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: