

ARCHBISHOP BLANCH SCHOOL

JOB PROFILE

"Archbishop Blanch School is committed to safeguarding and promoting the welfare of children and young people"

Working Time:	Full Time
Grade:	NJC2/3 (£11.00 - £13.00 per hour)
Disclosure Level:	This post is subject to a current Enhanced Disclosure
Line Manager:	Reporting to Data, Curriculum and Achievement Manager

The post holder is required to support and encourage the school's Christian ethos and its objectives, policies and procedures as detailed in the current Staff Handbook and Policy File.

Experience

Previous experience of working as an invigilator/lead invigilator within a school would be an advantage, but is not required, as training will be provided. Applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Archbishop Blanch School instructions.

To play a key role in upholding the integrity of the examination/assessment process.

Before exams

To report to and be briefed by the exams office staff prior to each exam session

To keep confidential exam papers and materials secure before, during and after exams

To ensure exam rooms are set out according to the instructions

To admit candidates into exam rooms

To identify, seat, and instruct candidates in the conduct of their exams

To distribute the correct exam papers and materials to candidates

To deal with candidate queries

To start exams

During exams

To supervise and observe candidates at all times and be vigilant throughout exams

To keep disruption in exam rooms to a minimum

To deal with emergencies or irregularities effectively

To record/report any incidents, disruption or irregularities

To complete attendance registers

To deal with candidate questions according to the regulations

After exams

To instruct candidates in finishing their exams and to collect exam scripts and exam materials

To dismiss candidates from the exam room

To check candidates' have entered the correct details on scripts

To securely return all exam scripts and exam materials to the exams office

Other

To attend training, update or review sessions as required

To undertake, where required and where able, other duties requested by the exams office staff, for example supervision of exam timetable clash candidates between exam sessions

other exams-related administrative tasks