

Job Description Casual Exam Invigilator

Purpose	The individual in this position provides invigilation for examinations at GFM schools. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the Exams Officer at the end of the allocated time.
Reporting to	Exams Officer / Senior Leadership

Duties and Responsibilities:

- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality / security of examination materials;
- To adhere to GFM policies and procedures;
- To report/communicate any problems/incidents/emergencies to the Exams Officer.

Before the Examination:

- Tidy and straighten exam desks;
- Check seating tickets are in place on desks;
- Setting out examination materials on desks;
- Check clocks are at start time;
- Check that supplies of supplementary paper are available at distribution points.

Entry of Candidates:

- Supervise entry of candidates in LRC and into hall in silence;
- Assist candidates to their correct seating position;
- Ensure candidates do not open or write on papers on their desks;
- Visual check on candidates to ensure that they do not have any unauthorised items on them.

Start of Examination:

- Prevent candidates arriving late from entering hall and supervise them outside;
- Supervise candidates during the starting announcements.

During Examination:

- Invigilate candidates by slowly walking up and down the rows;
- Supplying supplementary paper to candidates;
- Recording students who need to use the toilet.

End of Examination:

- Supervising to ensure silence on dismissal;
- Ensuring candidates do not leave hall with exam papers or stationery;
- Collecting up exam papers, booklets, etc.;
- Sorting completed scripts into candidate number order;
- General tidying up after candidates have left.

Other duties:

- Supervising candidates with examination clashes over the lunch period;
- Invigilating individual candidates with extra time in small examination rooms;
- Corridor supervision;
- Invigilating in specialist examination rooms if required;
- General sorting or checking of examination papers/stationery;
- Checking completed scripts for candidate details;
- Putting up/removal of notices.

General

Safeguarding Children

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To contribute to the review of school policies as appropriate. To undertake relevant safeguarding training as required.

All staff will

- Act as a positive role model
- Play a full part in the life of the school community, support its vision, ethos and policies and encouraging staff and students to follow this example
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- Be positive, dynamic and challenging in all aspects of work
- Foster the GFM's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Participate in school initiatives where every person is expected to contribute to learners progress
- Participate in the GFM's professional learning programme and take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Contribute to the GFM's procedures for a self-evaluation process
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Develop social cohesion and positive links with the whole of our local community
- Adhere to the GFM community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- Undertake any other duties as requested in accordance within the scope and responsibilities of the role that may reasonable be required by the GFM.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and GFM Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the GFM reserves the right to make changes to the job description following consultation

Safeguarding statement



GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

A 'prohibition from teaching' check will be completed for all shortlisted teaching candidates including those applying for a teaching assistant / Cover Supervisor / Other work deemed directly involved with pupils where it is indicated that they have qualified teacher status or have previously worked as a teacher. We will also consider carrying out an online search as part of due diligence on shortlisted candidates as recommended by KCSiE.

All successful candidates will be subject to a Disclosure & Barring Service check along with other relevant employment checks.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.

GFM Education pursues a policy of equality of opportunity. We particularly welcome applications from underrepresented groups.

Person Specification – Casual Exam Invigilator

	Essential	Desirable
Qualifications	GCSE Grade A-C in English or equivalent.	GCSE A-C Grade in Maths.
Experience	Experience of busy work/school environment; Customer service environment; Working as part of a team	Experience of working in a school
Skills/Aptitudes	Good time keeping; Energy and enthusiasm; Tactful and understands confidentiality; Common sense and initiative	
Personal Attributes	Patient and understanding attitude; Commitment to Health and Safety in the work place; Safeguarding of students	