**Bushey Meads School**

**Job Description – Casual Examination Invigilator**

|  |  |
| --- | --- |
| **Post Title** | Casual Examination Invigilator |
| **Purpose** | To supervise students during internal and external examinations and to ensure that examination conditions are adhered to in accordance with the relevant procedures. |
| **Reporting to** | Examinations Officer |
| **Liaising with** | Governors, Headteacher/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents |
| **Working Time** | Casual Working Agreement – Hours of work will be occasional and variable, as required during the course of the year. |
| **Salary/Grade** | £10.27 per hour inclusive of fringe. (APT & C Point 4) |
| **Disclosure Barring Service** | Enhanced with Barred List check |
| **MAIN (CORE) DUTIES** |
| **Operational, Strategic Planning:** | * Ensure a calm environment is maintained to give candidates the best possible opportunity to be successful in their exams
* To help organise students at the start and end of each exam
* To set up exam room – signage, name cards and exam papers
* Provide the correct information and material for successful completion of the exam
* Ensure that the conduct of the exam takes place within the appropriate guidelines
* To remain vigilant at all times
* To notify relevant staff as soon as possible if a breach of exam conditions occurs so that appropriate action can be taken
* To promote the values of the school and play a full part in the implementation of school policies
* To encourage learning in all its forms and celebrate achievement whenever it occurs
* To provide general assistance and support to the Examinations Officer
 |
| **Staff Development:** | * To work as a member of a designated team and to contribute positively to effective working relations within the school
 |
| **Standards and quality assurance:** | * Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Follow and uphold school policies
 |
| **Communication:** | * To follow agreed policies for communications in the school
* Attend meetings as required
* To be aware of in-school procedures and confidential issues and to keep confidences appropriately
 |
| **Management of Resources:** | * + To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students
 |

|  |
| --- |
| **Other Specific Duties**: |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
* to promote actively the school’s policies
* to continue personal, professional development
* to actively engage in the school’s Appraisal of Performance processes
* to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
* to attend meetings as determined in the meetings policy and as directed by the Executive Principal
* to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed
 |
| All support staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include student supervision and other duties not normally detailed elsewhere within their job description. |

**September 2021**