

Dear Applicant

Thank you for your interest in the position of **Examination Invigilator** at **Broad oak School, Warburton Lane, Partington, M31 4BU**.

This is a flexible role with varying hours. You will be expected to be available during May and June to supervise examinations lasting between 1-3 hours.

Salary - £9.00 per hour, full training will be provided.

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

If are interested in the position please contact Mrs Linda Freeman, Administration Supervisor/Examinations Officer, on 0161 776 1977 or email lfreeman@broad oak.trafford.sch.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Closing Date

Applications received after the closing time of **10am Monday 16th April 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Human Resources Department

Cecil Avenue Sale Cheshire M33 5BP
t: 0161 973 1179
e: thedeantrust@aom.trafford.sch.uk
w: www.thedeantrust.co.uk

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The Dean Trust is a company limited by guarantee.



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Examination Invigilator
Reporting to	Administration Supervisor/Examinations Officer
Main purpose of job	Under the direction of the Examinations Officer, to invigilate external examinations
Key responsibilities:	
<ul style="list-style-type: none">• To supervise pupils participating in formal external examinations in accordance with Examination Board regulations• To collect examination papers and other examination materials from the Examinations Officer• To follow instructions provided by the Examinations Officer and Senior Examinations Invigilator for each individual examination• To help to seat students and distribute any equipment required• To supervise the collection of mobile phones and other electronic devices in accordance with JCQ regulations• To write necessary information on noticeboards such as start/finish times.• To distribute examination papers to pupils• To read out any relevant instructions to students and to start the examination• To be responsible for the security of the examination papers and ensure every pupil sits the correct paper• To ensure a register is completed and report absentees to the Examinations Officer• To ensure the examination starts/finishes on time and these times are recorded accurately• To check all students have entered their details correctly on papers and tagged loose sheets together• To report any breach of examination rules to the Examinations Officer immediately• To end the examination and collect in papers and other equipment• To dismiss the pupils in an orderly manner• To collate papers in order and return to the Examinations Officer as soon as the examination is completed• To be fully aware of emergency evacuation procedures• To attend briefing/training sessions when required• To ensure confidentiality is maintained at all times• To work in accordance with all Trust procedures and policies, to adhere to the Trust's professional code of conduct for staff and quality standards for all staff including smart dress code• Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person• Participate in training and other learning activities as required• To promote the area of responsibility within the Academy and beyond• To represent the Academy at events as appropriate• To support and promote the Academy ethos• To undertake any other duties and responsibilities as required that are covered by the general scope of the post	

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal and Headteacher

The job description will be updated where appropriate in consultation with the post-holder.



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• A good level of general education• Good literacy and numeracy skills
Experience	Desirable <ul style="list-style-type: none">• Previous Exam Invigilator experience• Experience of working within an education setting
Knowledge	Desirable <ul style="list-style-type: none">• Experience of working within an education setting• Knowledge of safeguarding procedures
Skills and abilities	Essential <ul style="list-style-type: none">• Strong written and spoken communication skills• Excellent organisational skills• Ability to handle confidential issues and materials sensitively and appropriately• Ability to use initiative and good judgement• To form and maintain appropriate relationships and personal boundaries with children and young people.• Ability to work effectively as part of a team• To be flexible, adaptable, approachable and proactive• Willingness and ability to work co-operatively as part of a team• Excellent time keeping and attendance record• Calmness under pressure• Bright, confident personality• Well presented• To be an effective member of the Examination Invigilation Team