



Job Description

POST: EXAMS INVIGILATOR

RESPONSIBLE TO: EXAMINATIONS OFFICER

RESPONSIBLE FOR: NA

SALARY: £10 PER HOUR (CASUAL CONTRACT)

LOCATION: OASIS ACADEMY LISTER PARK

WORKING PATTERN: CASUAL CONTRACT

DISCLOSURE LEVEL: ENHANCED

JOB PURPOSE:

To ensure public examinations are conducted in accordance with the Joint Council for Qualifications (JCQ) regulations.

To Ensure Internal examinations are conducted in accordance with the Joint Council for Qualifications (JCQ) regulations.

SPECIFIC RESPONSIBILITIES:

- A.** Confidential information relating to examination materials.
- B.** The provision, use and storage of equipment and materials used by candidates in conjunction with other members of staff.
- C.** A duty to respect the confidential nature of information relating to the academy and its students.
- D.** Responsibility for the appropriate use of specialised equipment in relation to candidates in complying with examination regulations.
- E.** A general responsibility for the care of all equipment and materials within the school.

F. Safeguarding Children

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

OTHER:

Setting up and Arranging of Exam Room

- Arrangement of desks (& chairs) in accordance with seating plan and JCQ regulations.
- Display all necessary notices, letters & numbers.
- Clear Walls of any teaching materials/aids.
- Issue identification cards.

Before, during & end of Examination

- To ensure appropriate supervision of candidates before entry to the examination room.
- Admitting candidates to the exam room in a quiet and orderly manner and seated according to the seating plan.
- Ensure examinations are conducted in accordance with JCQ Code of Conduct.
- To be vigilant at all times throughout examinations.
- To issue examination papers, stationary etc. as advised by Examinations Manager.
- To display relevant time notices.
- To monitor and record 'late arrivals' and complete paperwork accurately.
- To collect in and ensure safekeeping of scripts and all other examination materials within the examination room.
- Assist in checking off of scripts and packaging in readiness for posting.
- To re-arrange desks and chairs in preparation of next exam.
- Action arising from breaches of exam regulations.
- Supervising of students with clashes, required to be held in isolation over certain lunchtimes.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



Examinations Invigilator Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	3 GCSE C or above or equivalent experience.	<ul style="list-style-type: none"> Maths & English
Experience, Skills and knowledge	<ul style="list-style-type: none"> Good Interpersonal Skills General Knowledge of examinations 	<ul style="list-style-type: none"> Knowledge of working with students of a similar age group
Personal Qualities	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks. Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline" Have a willingness to 	

	demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
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