



THE  
KING'S  
SCHOOL

GRANTHAM



# Examination Invigilator

## JOB DESCRIPTION & PERSON SPECIFICATION

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### GRADE

£9.50 per hour

#### Responsible to:

Examination and Data Officer

Assistant Examination and Data Officer

Lead Invigilator

#### Hours of work:

By negotiation and agreement. Flexibility required to accommodate peak working times and external examination result days.

#### Job Purpose:

Conducting examinations in accordance with the Joint Council for Qualification(JCQ), the awarding body and the school's policies

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### PRINCIPAL FUNCTION

To embrace the school aims, objectives and ethos reflecting them in the examination room.

To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.

To supervise and observe students during examinations.

To uphold the integrity and security of the examination and assessment process.

To assist in the safekeeping and confidentiality of papers and school data.

To form effective relationships with students, staff, parents and carers and other professionals.

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## RESOURCES

The role will be carried out within policies and procedures governing the school and examinations. The postholder may need to be creative when responding to issues and problems raised by Staff, Students and Parents.

Innovation may be required to find suitable solutions, for example where a student has a special need or when specific documentation is required.

The postholder's work will be carried out within very tight deadlines; there will be no opportunity for delay.

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## SAFEGUARDING

This role involves regulated activity with children. The post holder must be familiar with and comply with policies and procedures relating to child protection and promote the welfare of students.

The post holder will require an enhanced check from the Disclosure and Barring Service (DBS) included a check of the children's barred list.

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## GENERAL

To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.

To attend meetings and events as required.

To be familiar with, and adhere to, the school's Health and Safety policy and undertake risk assessments as appropriate.

## NOTE:

This job description is current as of the date shown but it may be modified by the Head Master - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the postholder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date:
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## PERSON SPECIFICATION

The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Experience of working with children and young people in a learning environment		✓
	Ability to establish effective relationships with School Staff.	✓	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓	
	Motivated to work with children and young people.		✓
	The ability to establish clear expectations, and constructive working relationships amongst staff and students.		✓
	Experience of managing difficult behavioural situations calmly and confidently		✓
Qualities, values and skills	Empathy for students, parents, staff and the community.	✓	
	Good communication skills – both written and verbal.	✓	
	Having a positive and flexible attitude.	✓	
	Positive attitude to the use of authority and maintaining discipline.	✓	
	Good knowledge of Microsoft Office software		✓
Qualifications and Training	GCSE or equivalent in Maths and English	✓	
	First Aid qualified		✓
	Up to date knowledge and skills.		✓
	IT literate, with experience using IT within teaching, learning and resource management.	✓	
	Enhanced DBS including a children's barred list check	✓	
	Appropriate Continued Professional Development (CPD).		✓