



# SteinerAcademyExeter

## Job Description - Casual Exam Invigilator

Responsible to: Exams Officer/Deputy Principal

Salary: £8.82 per hour

### Context:

Steiner Academy Exeter is a state funded school which opened in September 2013 and moved into our permanent, purpose built home in September 2015. We are adding year groups at reception (kindergarten) and year 7 (class 6) every year until we reach our full capacity of 624 children from 4-16 years in 2021. We currently have 411 pupils.

We are now recruiting for **exam invigilators, scribes and readers** to support pupils in years 6, 10 and 11 in SATs and GCSE exams.

### Job purpose:

Invigilators: - responsible for supervising tests or exams for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Scribes:- to assist pupils with writing answers in exams and SATS

Readers:- to read questions and information to pupils in exams

### Duties and Responsibilities:

- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
- To adhere to the academies policies and procedures
- To report/communicate any problems/incidents/emergencies to the examinations 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 is 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 the 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
- Ensuring candidates do not leave room 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

**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 academy policies as appropriate.

**Equal Opportunities :** The Academy has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

**Fire, Health and Safety:** The Academy is committed to healthy and safe working environment and expects all its employees to implement and promote its policy, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.

#### **Examination Periods available for invigilation -**

- GCSEs and mocks May, June and November
- KS2 SATs May

#### **Working Time**

- Morning Session - 8.30am to 11:30am - Afternoon Session - 1.30pm to 4.30pm
- Full or half day sessions are offered
- Minimum of 3 hours per day

#### **Person Specification: Essential**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

- Educated to a good standard. Must have excellent reading, written and spoken English.
- Energy and enthusiasm
- Tactful and understands confidentiality
- Common sense and initiative
- Patient and understanding attitude
- Commitment safeguarding of students

#### **Specification Desirable**

##### **Relevant Experience**

- Working as part of a team
- Experience of working in a school