

# JOB DESCRIPTION



EAST RIDING  
OF YORKSHIRE COUNCIL

**Job Title:** Exam Invigilator

**Post Number:**

**Responsible to:** Data Officer

**Scale Point:** 7

## Overall Purpose of the Job:

- To assist the Data Officer in the efficient invigilation of the school's exams.

## Principal Accountabilities:

- To familiarise yourself with and work within the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Officer and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quickly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
- To ensure any behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Officer immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.
- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.
- 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.
- Participate in training and other learning activities and performance development as required

## General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

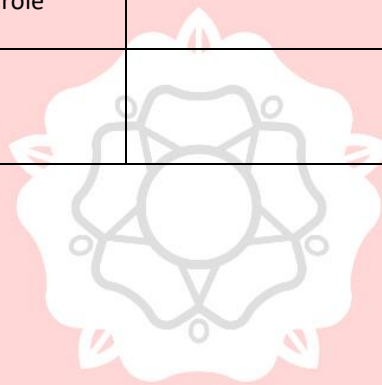
## PERSON SPECIFICATION

**Job Title:** Exam Invigilator

**Post Number:**

	Essential	Desirable	How Measured During Recruitment and Selection Progress
<b>Experience, Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Level 2 in English &amp; Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working within a school environment.</li> <li>Previous experience of exam invigilation.</li> </ul>	Application Form Interview Questions References Qualification Certificates Interview Testing
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent organisational and administrative skills</li> <li>Excellent interpersonal communication skills.</li> <li>Ability to work alone.</li> <li>IT Skills including Word, Excel, Outlook &amp; Databases</li> </ul>		Application Form Interview Testing Interview Questions References
Competencies			
	Core	Role Specific	
<b>Manage Self</b>	<ul style="list-style-type: none"> <li>Acts with integrity and honesty at all times</li> <li>Reflects on and enhances own performance</li> <li>Manages workload effectively</li> <li>Communicates effectively</li> <li>Is assertive, not aggressive</li> <li>Presents self well and follows school policies</li> <li>Is organised, prepared and equipped for work</li> </ul>	<ul style="list-style-type: none"> <li>Is clear, thorough and accurate</li> <li>Takes personal responsibility for resolving problems</li> </ul>	Application Form Interview Questions References
<b>Working With People</b>	<ul style="list-style-type: none"> <li>Suitable to work with children</li> <li>Treats others with respect</li> <li>Actively seeks &amp; provides support from/to others</li> <li>Displays sensitivity to diverse opinions and contributions</li> <li>Works collaboratively with others</li> <li>Acts as an ambassador for the school</li> </ul>	<ul style="list-style-type: none"> <li>Provides excellent customer service</li> <li>Seeks to support across the school</li> <li>Selects and successfully applies different methods for communicating effectively</li> </ul>	Application Form DBS Interview Questions References
<b>Effective Use of Resources</b>	<ul style="list-style-type: none"> <li>Follows guidelines and instructions to ensure acting within the school procedures</li> <li>Actively seeks to undertake CPD and takes ownership of own development</li> <li>Uses appropriate new technologies</li> <li>Is conscious of costs and value for money</li> </ul>	<ul style="list-style-type: none"> <li>Seeks ways to improve the services provided to the school and by the school</li> <li>Contributes to the administrative support and maintenance of accurate school data/information</li> </ul>	Application Form Interview Questions References

<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>□ Contributes to projects</li> <li>□ Plans own workload to meet agreed deadlines objectives and priorities</li> <li>□ Takes personal responsibility for own performance</li> <li>□ Has passion and enthusiasm to deliver beyond expectations</li> <li>□ Recognises problems and issues as they arise</li> </ul>	<ul style="list-style-type: none"> <li>□ Contributes to business processes ensuring effective delivery of requirements</li> <li>□ Checks own work for quality against agreed standards</li> </ul>	Application Form Interview Questions References
<b>Facilitating Change</b>	<ul style="list-style-type: none"> <li>□ Responds positively to change initiatives</li> <li>□ Accepts change as part of the business process</li> <li>□ Understands and contributes constructively to change</li> <li>□ Plans and implements change within own role</li> <li>□ Takes on new or different tasks willingly</li> </ul>		Application Form Interview Questions References
<b>Provide Direction</b>			



HEADLANDS SCHOOL  
SINCE 1965