

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.



Founded 1636 by Grace, Lady Manners
Lady Manners School

JOB DESCRIPTION

POST TITLE: Invigilator/ Senior Invigilator/ Reader or Scribe

MEMBER OF STAFF: Vacancy

GRADE: 4 (Invigilator)
5 (Senior Invigilator)
5 (Reader/Scribe)

RESPONSIBLE FOR: N/A

RESPONSIBLE TO: School Business Officer

OVERALL RESPONSIBILITY:

To assist the examinations team in the correct running and supervision of examinations including when necessary assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports, collation of examination documentation.

INVIGILATOR SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assist in the preparation of the examination room ensuring that it meets the Examination Board requirements.
2. Manage candidates' assembly in the examinations' room/hall in an orderly manner ensuring students are seated appropriately.
3. Ensure the correct identification and registration of candidates.
4. Be responsible for opening papers and authorised materials and to distribute these to the candidates in accordance with the examination rules and regulations.
5. Respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations.
6. Contact the School Business Officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required.
7. Supervise candidates in a quiet and unobtrusive manner.
8. Notify the School Business Officer of any disruptions that may occur.
9. Ensure that examination is carried out strictly in accordance with the guidelines set out by the Examinations Board, reporting any irregularities to the School Business Officer.
10. Supervise any candidates who may need to leave the room in accordance with the examination regulations.
11. Ensure that examination conditions are maintained until candidates are dismissed.
12. Collect and collate examination scripts ensuring no documents are left unattended at any time.
13. Ensure that the room and desks are clear and in good order.

SENIOR EXAMINATION INVIGILATION SPECIFIC DUTIES AND RESPONSIBILITIES:

In addition to the duties of Invigilator detailed above, the Senior Invigilator in any particular examination session will be required to assume responsibility for the correct conduct of an examination including:

1. The overall preparation of the examination room (e.g. taking equipment to and from the exam room, ensuring that the correct notices and centre numbers are displayed, ensuring that the correct papers and stationery are in the room).
2. Delegating tasks to the other Invigilators.
3. Ensuring the smooth running of the examination.
4. Notifying candidates of examination start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.
5. Brief students, as instructed by the School Business Officer, to ensure that they are made fully aware of examination conditions before the examination commences.
6. Attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.
7. Ensuring students stay in the examination room until the designated finish time. The school expects students to remain in the examination for the full allocated time; they are not allowed to leave early.
8. Making sure the examination room is left in good condition and all scripts, attendance registers, unused script paper and question papers and other materials are collected and returned to the School Business Officer.

READER/SCRIBE OVERALL RESPONSIBILITY:

To act as a reader and/or a scribe during controlled examinations to enable the school to meet its requirements to allow students with special educational needs, disabilities or temporary injuries to access assessments.

READER/SCRIBE SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Attend a training session for Reader/Scribes to be organised by the school.
2. Support a candidate, normally on a one-to-one basis, during the examination in examination conditions.
3. Follow instructions given by the School Business Officer as to which tasks should be performed for a particular candidate.
4. Adhere to strict rules as to what can and cannot be read/scribed.

Reader

5. Accurately and clearly read aloud examination instructions and questions.
6. Re-read aloud examination instructions and questions if requested.
7. Read a candidate's answer back to them if requested.

Scribe

8. Produce accurate and verbatim transcripts of answers dictated by the candidate in a handwritten format.
9. Read transcribed answers back to the candidate if requested and make amendments as dictated by the student.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Undertake training and development activities relevant to the position.
2. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
3. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
4. Support the aims and ethos of the school.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PERSON SPECIFICATION

	Essential or Desirable
Experience:	
Basic administration	Essential
Invigilating/supervising examinations	Desirable
Working with young people	Desirable
<i>Reader/Scribe:</i> Working with disabled people	Desirable
Qualifications:	
Good standard of education at GCSE or equivalent	Desirable
Knowledge:	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Examination procedures in schools	Desirable
<i>Reader/Scribe:</i> Learning difficulties	Desirable
Skills:	
Ability to work to predetermined instructions	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents and students	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential

Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Good communication skills	Essential
<i>Senior Role:</i> Ability to communicate to a large group of students	Essential
<i>Reader/Scribe:</i> Ability to listen to another and write their words accurately	Essential
<i>Reader/Scribe:</i> Good reading voice, pace and clarity	Essential
Attitudes and Values:	
Punctual and reliable	Essential
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
Takes responsibility and understands accountability	Essential
Committed to the needs of the students, parents and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
Other:	
Willing to self-improve / attend training	Essential
Flexibility in working hours	Essential

The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Evidence will be drawn from some or all of:

- Letter in support of application
- Application form
- Response to questions during interview
- Test or task
- References