



**WESTHOLME
SCHOOL**

100 YEARS 1923-2023

Unrivalled Holistic Excellence



JOB DESCRIPTION

Post:	Exams Invigilator
Contract Type:	Zero Hours Contract
Salary:	£10.98 per hour
Hours:	Negotiable
Reporting to:	Assistant Head

Purpose of the Job

To be responsible for supporting the Examinations Officer and the Senior Leadership Team to provide specific support to the school in the monitoring of internal and external examinations

Areas of Responsibility and Key Tasks:

- Report to and be briefed by the exams officer prior to each exam session.
- Assisting with setting up exam rooms.
- Keeping confidential exam question papers and materials secure before, during and after exams.
- Completing attendance registers.
- Dealing with extra candidates not on the registers.
- Recording absent candidates.
- Checking seating plans.
- Ensuring candidates have the correct papers.
- Reading out the starting script and any erratum notice to the candidates.
- Ensuring that candidates always adhere to the examination conditions.
- Dealing with late arrivals.
- Dealing with emergencies such as candidates who become ill, fire alarm etc.
- Reporting any incidents/ disruption/ irregularities/ malpractice.
- Responding to any queries in accordance with exam regulations.
- Supervising the candidates in a quiet and unobtrusive manner.
- Closing the examination and dismissing candidates.
- Ensure exam conditions are maintained until the candidates are dismissed from the room.
- Check exam desks for any graffiti.
- Collecting scripts and any examination material. Be aware of and comply with all School policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.

Principal: Dr Richard Robson BA(Hons), PGCE, MA, EdD

Wilmar Lodge, Meins Road, Blackburn. BB2 6QU
Tel: 01254 506070 Email: secretary@westholmeschool.com Website: www.westholmeschool.com

Carry out all duties with regard to the school's policies and codes of conduct.

Participate in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

This list is not exhaustive but rather an indication of the main requirements of the role.

Person Specification

Exams Invigilator		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I)
Qualifications		
Good Literacy and Numeracy Skills	E	A
Effective Written and Oral Skills	E	A
GCSE Grades 5 and above	E	A
Experience/Knowledge/skills/abilities		
Accuracy and attention to detail	E	A/I
Ability to follow instructions	E	A/I
Ability to use own initiative	E	A/I
Ability to work as part of a team	E	A/I
Ability to relate well to both pupils and teaching colleagues	E	A/I
Professional and approachable manner	E	A/I
Flexible and helpful personality	E	A/I
Good planning and prioritising skills	E	A/I
Calm, diplomatic and level-headed	E	A/I
Adaptable to change	E	A/I
Reliable and punctual	E	A/I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Commitment to health and safety	E	A/I
Willingness to work occasionally outside of contracted hours	E	A/I

Applicants who have any questions can email the Head of HR, Mrs Jo-Ann Tierney
tierneyj@westholmeschool.com

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.