

**THE WALLACE HIGH SCHOOL**

**EXAMINATION INVIGILATOR**

**JOB DESCRIPTION**

**Responsible To:** Chief Invigilator and Examinations Officer.

**Rate of Pay:** The rates of pay issued by CCEA for examination invigilators apply to this post. (£8.75 per hour).

**Working Hours:** Invigilation is required during the external Summer Examinations in May/June morning and afternoon sessions. Normal working hours will be between 8.30am and 5.00pm. It may be necessary, on occasion, to work out of normal working hours.

Some additional invigilation will be required for practical examinations in January.

**MAIN DUTIES & RESPONSIBILITIES**

To provide support to the examination process.

*Specific Duties:*

To support the Chief Invigilator with the day-to-day operation of examination venues. This activity may include:

* Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
* Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
* Ensuring that candidates do not talk once inside examination venues.
* Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
* Checking attendance during examinations.
* Recording details of late arrivals and early leavers and collecting scripts from early leavers.
* Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
* Collecting and collating scripts at the end of the examination in accordance with strict procedures.
* Assisting with the preparation of script envelopes.
* Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

To assist Examinations staff with other examination processes. This activity may include:

* Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
* Assisting with the preparation of seating plans.
* Delivering scripts to departmental and school offices.

The Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

**RECRUITMENT CRITERIA**

For shortlisting purposes you should be able to demonstrate on your application how you meet the following criteria:

**Essential Criteria**

*Specific Skills and Knowledge*

1. A good command of written and spoken English.
2. Good numeracy skills and the ability to work accurately with attention to detail.

*Personal Attributes*

* Pleasant disposition with the ability to relate to academic staff and students.
* Able to work with others in a team, flexible to change tasks on a rota basis or as required by the supervisor.
* Ability to work under pressure and to tight deadlines, remaining calm at all times.

**Desirable Criteria**

An understanding of examination processes.

**APPLICATIONS**

It is preferred that a letter of application is addressed to the Bursar clearly detailing how the applicant meets the specified criteria. The closing date for applications is **Friday, 29 March 2019 at 12 midday.**

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

Appointment of the post is subject to the receipt of satisfactory references and AccessNI Enhanced Disclosure Certificate.

**NB:** It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.