

Responsibilities related to this post are:

1. Support for Staff and Students:

1. To assist the Examinations Officer in the smooth and efficient administration of examinations.
2. To ensure that they are familiar with the "Guidance for Invigilators" instructions, as provided by the Examinations Officer and the Examination Boards.
3. To ensure appropriate preparation of the examination room, as required by the individual examination.
4. To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
5. To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
6. To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in each examination room and that Examination Board instructions to candidates are displayed in line with legal requirements.
7. To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
8. To respond to candidates' queries in accordance with the examination regulations.
9. To distribute additional paper and/or equipment, as necessary.
10. To ensure that any minor behaviour issues are dealt with in line with Academy policy and report any breaches of Examination Code of Conduct to the supervising teacher/invigilator immediately.
11. To escort and supervise candidates who may need to leave the examination room in an emergency.
12. To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.
13. To sort sets of completed papers alphabetically at the end of the examination, in preparation for posting.
14. To be aware of the individual requirements of students with additional needs in each examination and supervise these students as directed by the Examinations Officer/SENCO and adhering to Examination Board regulations.
15. To open and check materials received, in accordance with the Examination Board regulations,

Broad Responsibilities

To assist the Examinations Officer in the smooth running and efficient organisation of all Examination processes

Accountability:

Responsible to Examinations Officer

Salary:

£15 per hour for the first hour on any day; subsequent hours paid at Rochdale Living Wage [currently £8.45 per hour]

Working Pattern:

As required, casual employment paid by timesheet

allowing sufficient time to identify and resolve any discrepancies.

16. To check examination desks for any graffiti and liaise with the Site Manager to ensure it is removed.
17. To assist with the collation and despatch of completed scripts to nominated markers.

2. Support for the Academy:

- a) Be aware of and comply with all Academy policies - in particular those relating to behaviour management and student conduct, health and safety, child protection, use of IT and data protection

3. Other Duties:

- a) Make a positive contribution towards the Academy ethos and Improvement Plan
- b) Participate in Academy Performance Management procedures and in training and learning activities as required
- c) Support and attend occasional Academy meetings and events outside normal working pattern

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected; without changing the general character of the duties or the level of responsibility entailed.