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| **Post Title** | Examinations Invigilator  Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG |
| **Salary Point(s)** | £8.57 per hour |
| **Hours/Weeks** | Hours as agreed. |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

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| **The** **Organisation**  Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Further information from <http://www.herefordcs.com> |

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| **Reporting Lines:**  The post holder reports to the Examinations Officer |

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| **Accountabilities:**  To oversee and supervise examinations ensuring that JCQ & awarding body guidelines, regulations and procedures are followed before, during & after examinations. |

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| **Responsibilities:**   1. To ensure all awarding body and JCQ rules, regulations and guidelines are followed. 2. To assist in the setting up of examination rooms and ensure all candidates are seated appropriately. 3. To keep exams papers and materials secure at all times. 4. To ensure all candidates receive appropriate examination question and answer papers. 5. To be aware of any needs that candidates may have during an examination. 6. To ensure answer scripts are collected in candidate number order, checked and are supervised as required until they are delivered to the Examinations Officer. 7. To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines. 8. To maintain security and confidentiality at all times. 9. To record attendance on the official examination registers and complete the HCS Exam Room Seating Plan and Incident Log, as appropriate. 10. To ensure no inappropriate items are brought into the examination room, such as electronic devices, revision notes or other paperwork unless told otherwise. 11. To ensure all candidates are aware of any pre-exam information or any erratum notice that may affect them. 12. To ensure there is no talking or disruption for the candidates once an examination has begun. 13. To ensure that invigilators **DO NOT** help candidates in any way with the question paper. 14. To assist in other activities as may reasonably be requested by the centre from time to time. |

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| **Safeguarding and Protection of Children and Young Persons**  In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).  These checks will highlight cautions, reprimands and final warnings as well as any convictions. The postholder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected to:   1. to take reasonable care of your own health and safety 2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work 3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies 4. not to interfere with or misuse anything that's been provided for your health, safety or welfare 5. to report any injuries, strains or illnesses you suffer as a result of doing your job 6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) 7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy |

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| **Person Specification** | |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent) |  |
| **Experience and Knowledge** |  | Experience of working within an education environment or within a similar role  An understanding of the examination process.  Knowledge of Safeguarding and Child Protection of Young People |
| **Skills/Abilities** | Excellent organisational skills and time management skills  Ability to keep calm under pressure or during unexpected circumstances  A logical, methodical approach to work.  Good verbal and written communication skills  Ability to work as part of a team or individually, as required  Ability to work to predetermined instructions with accuracy and attention to detail  Able to commit to and honour previously agreed invigilation sessions  Punctual  Able to work on own initiative with a common sense approach | Good IT knowledge in Microsoft Office applications to include Word. |
| **Aptitude** | Naturally demonstrates a ‘can do’ helpful attitude |  |
| **Circumstances** | Able to work flexibly |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |

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| **Declaration**  I have received a copy of this job description and undertake to carry out the duties as described.  Employee Signature ………………………………………………………………………… Date ………………………………  Print name ……………………………………………………………………………..………….. |