FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Invigilator
Reporting to:	Lead Invigilator
Responsible for Line Management of:	N/A
Your Job is to:	To ensure the safe, fair and effective conduct of examinations by supervising pupils in accordance with school procedures, maintaining examination security, and providing a calm and supportive environment that safeguards pupil wellbeing.
Grade:	B

What you will do :

Job Specific Tasks

1. Supervise examinations in line with school procedures to ensure consistency, fairness and integrity.
2. Prepare examination rooms and ensure candidates are provided with the correct materials and equipment.
3. Organise candidates at the start and end of examinations, including controlled entry, seating and exit arrangements.
4. Monitor candidate conduct throughout examinations and report any irregularities, breaches of regulations or concerns to the responsible member of staff.
5. Respond appropriately to routine candidate queries in line with guidance, escalating non-routine matters as required.
6. Supervise candidates during approved breaks, ensuring examination conditions and security are maintained at all times.
7. Assist with the accurate collection, collation and secure handling of examination scripts and associated materials.
8. Maintain a calm, orderly and supportive environment that promotes pupil care, welfare and health and safety.
9. Handle information sensitively and maintain strict confidentiality in relation to pupils, examination materials and school processes.
10. Work effectively as part of a team, communicating clearly and professionally with colleagues and school staff.

Job Demands

1. You will be based in a School/ELC Centre.
2. You will be expected to communicate well with colleagues and others.
3. You may encounter distressed/upset individuals.
4. You will provide support services to internal colleagues.
5. You will be responsible for handling and processing information.
6. You will be responsible for moderately expensive equipment.
7. You will be required to exercise sound professional judgement.
8. You will be required to maintain confidentiality at all times.
9. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • Gain/maintain PVG membership for working with Children		Application Form Interview
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Organisational skills • Customer care skills • People management skills • Attention to detail • Empathy and patience and ability to respond positively to candidate needs • Be physically able to undertake the duties of the role	• Relevant experience is required. • Experience working as part of a team. • Experience working with children and young people. • Experience working in an education environment • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview