



Job Description

Our school is committed to safeguarding and promoting the welfare of children and young people

POST TITLE:	Exams Invigilator
SCALE:	Band C (£8.90 - £9.01 hour)
RESPONSIBLE TO:	Examinations Manager
WEEKLY HOURS:	As required
WEEKS PER ANNUM:	As required
POST OBJECTIVE:	To assist the examinations department in the fair and proper conduct of examinations in an environment that enables our students to perform at their best
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">• assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures• closely following and enforcing exam procedures and regulations;• 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 procedures;• checking attendance during examinations;• escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;• escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;• collecting scripts at the end of the examination in accordance with strict procedures;• 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 assist Examinations staff with other examination processes. This activity may include:• assisting with the packing of examination papers and equipment prior to the examinations and the delivery to and from venues as appropriate	



METHODS OF WORKING

The post holder will be expected to:

- Participate in training as required.
- Establish constructive relationships and communicate with other agencies/professionals
- Contribute to the overall ethos of the Academy
- Attend and participate in meetings
- Appreciate and support the roles of other professionals within the Academy
- Recognise own strengths and areas of expertise and use to support others
- To comply with the requirements of Health & Safety, confidentiality, GDPR, other relevant legislation and school policies and procedures.
- To understand and comply with the school's safeguarding policy, equal opportunities and anti-discrimination policy.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

The post holder will undertake any other duties within the overall function of the post as reasonably required by the Examinations Manager and commensurate with the grade of this post.

Person Specification

	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> • Able to give clear and concise instructions and guidance • Able to use initiative and good judgement • Good literacy and numeracy skills • Ability to follow guidelines and procedures • Ability to work effectively as part of a team • Able to work with children from 11 -18 years old 	
Experience	<ul style="list-style-type: none"> • Working to tight deadlines 	<ul style="list-style-type: none"> • Working in an educational environment • Invigilating process
Knowledge and understanding		<ul style="list-style-type: none"> • Knowledge of examination procedures
Personal Qualities	<ul style="list-style-type: none"> • Able to work well with others • Good interpersonal/communication skills • Ability to deal with last minute requests • A positive approach to problem solving • Able to maintain confidentiality at all times 	
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of English and Mathematics 	