

Job Description and Person Specification

Exam Invigilator

JOB DESCRIPTION

JOB TITLE	Exam Invigilator
GRADE	NJC Grade 1
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
RESPONSIBLE TO	Examinations Officer
MAIN PURPOSE OF THE JOB	<p>Exam Invigilators provide support for internal and external examinations at the Academy.</p> <p>Invigilators are employed on a casual basis to suit the demands of exams and are required for internal examinations as well as external examinations. The exams take place throughout the school year starting in November and ending with the GCSE examinations in May and June.</p>
MAIN TASKS / KEY RESPONSIBILITIES	
1	Assist with setting up examination rooms in accordance with awarding body regulations.
2	Assist with bringing candidates into the exam room in silence and ensure they are seated in accordance with prescribed seating arrangements.
3	Ensure no prohibited material or equipment has been brought into the exam room.
4	Assist with distribution of exam papers.
5	Patrol the exam room during the exam, being as unobtrusive as possible.
6	Distribute extra paper as required and deal with candidates' queries and any emergencies that arise during the examination.
6	Collect in the exam papers at the end of the exam and ensure they are kept safe until handed over to the Examinations Officer.
8	Ensure at all times safe custody of Question Papers and other examination materials.
9	Assist with the dismissal of candidates in silence.
10	Assist candidates who are entitled to access arrangements for their examinations, eg reading aloud or scribing for a candidate with additional needs.

11	Ensure compliance with the regulations contained in “The Instructions for the Conduct of Examinations” published by the Joint Council for Qualifications.
12	Report all cases of irregularity or misconduct to the Examinations Officer immediately and understand the consequences of any regulation infringement.
13	Ensure at all times safe custody of Question Papers and other examination materials
14	Know the emergency procedures to follow in the event of a fire alarm or other need to evacuate the building.
15	Communicate matters of concern relating to health, safety or welfare to the Examinations Officer.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 15.10.19

Additional Information

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Good level of education, with good spoken and written English
Experience	<ul style="list-style-type: none"> • Experience of working within a school or with young people would be desirable
Skills & Knowledge	<ul style="list-style-type: none"> • Good communication skills • Good organisational skills • Ability to work as part of a team • Ability to work unsupervised
Personal Attributes	<ul style="list-style-type: none"> • Professional, with a positive attitude to work • Flexible • Calm but firm