

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Exam Invigilator	Location	Abbeyfield School
Salary	£12.85 per hour	Hours	Zero Hours Contract
Department	Exams	Reports To	Exams Manager

JOB PURPOSE:

To support the academy in its aim to improve student achievement by providing a positive and well-managed learning environment during examinations. The role ensures the effective running of external and internal examinations in strict compliance with regulations set down by examining bodies, while contributing to the wider needs of the school and its team.

KEY RESPONSIBILITIES AND DUTIES:

Examination Preparation and Administration

- Support students with access arrangements, including scribing and reading where required.
- Prepare examination rooms prior to the start of exams, ensuring candidate notices and materials are in place.
- Admit candidates into the exam hall in an appropriate and orderly manner.
- Ensure candidates are aware of examination conditions, including retrieval of mobile phones and other unauthorised items.
- Issue exam papers and authorised materials, ensuring candidates receive the correct papers and that any erratum notices are communicated clearly.
- Record and notify candidates of official start and finish times.
- Complete attendance registers and notify the Exams Manager of any absentees.
- Collect exam scripts in attendance register order and assist with secure packaging of scripts.
- Check desks after exams to ensure nothing has been left behind and report any graffiti or irregularities to the Exams Manager.

Examination Supervision

- Supervise candidates in a quiet, unobtrusive, and professional manner throughout examinations.
- Respond to candidate queries in accordance with exam regulations.
- Supervise candidates who leave the exam room, ensuring compliance with regulations.
- Maintain exam conditions until all candidates are dismissed from the exam room.
- Deal with emergencies calmly and professionally, following school procedures.

Compliance and School Responsibilities

- Ensure school policies and procedures are adhered to at all times.
- Promote positive student behaviour to maintain a constructive working environment.
- Act to ensure pupils' health and safety during examinations.

School Ethos and Community

- Work with parents and students to ensure understanding of the school's aims, policies, and future direction.

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- Foster a culture of respect among students for others and their physical surroundings, implementing agreed strategies and monitoring their impact.
- Act as positive role model of the values and behaviours underpinning the school vision.

Supporting the Work of Creative Education Trust

- Develop strong, positive relationships with Creative Education Trust colleagues.
- Contribute to collaborative work across Creative Education Trust schools and support staff participation in trust-wide projects.
- Participate in Creative Education Trust and sector-wide activities to share best practice, contribute to trust strategies and policies, and promote the school nationally.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Good standard of education	
EXPERIENCE		• Experience working in an education setting • Experience of working with children or young people • Experience of working in an exam's environment • Experience of supervising
KNOWLEDGE AND UNDERSTANDING	• Ability to communicate information clearly and effectively to a diverse range of people • Ability to deal with information in a confidential and sensitive manner • Awareness of safeguarding and health and safety requirements within a school environment	• Understanding of exam regulations and procedures
SKILLS AND PERSONAL ATTRIBUTES	• Ability to work independently and as part of a team • Ability to remain calm and professional under pressure • Ability to use initiative and respond appropriately to unexpected situations • High level of professionalism, integrity, and reliability • Good attendance and punctuality record • Flexible approach to workload and hours of work	

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	• Commitment to promoting positive behaviour and raising	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.