**Job Description**

**Post Title: Exam Invigilator**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC 4 £11.01 per hour + Holiday Pay**

**Hours of work: Casual Hours**

**Reporting to: Exams Office**

**Purpose of Role**

To assist the Exams Officer to ensure that all internal and external examinations are conducted in accordance with the JCQ Regulations and The Spencer Academies Trust directives.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Main Duties and Responsibilities**

Specific responsibilities include:

* To conduct examinations in accordance with the JCQ regulations and Arnold Hill Spencer Academy instructions.
* To play a key role in upholding the integrity of the external examination/assessment process.

**Before exams**

* To report to the exams officer prior to each exam session
* To keep exam papers and materials secure before, during and after exams
* To ensure exam rooms are set out to standard
* To admit candidates into exam rooms
* To identify, seat, and instruct candidates in the conduct of their exams
* To distribute the correct exam papers and materials to candidates
* To deal with candidate queries.

**During exams**

* To supervise candidates at all times and be vigilant throughout exams
* To keep disruption to a minimum
* To deal with emergencies or irregularities effectively
* To record/report any disruption or irregularities
* To complete attendance registers
* To deal with candidate queries
* Ensuring that the candidates behave appropriately during their time in the examination hall
* Ensuring that candidates do not communicate with each other
* Ensuring that the candidates do not have unauthorised materials on their desks
* Accompanying a candidate for a temporary period outside of the examination hall.
* To collect exam scripts
* To dismiss candidates from the exam room
* To check that the names on the scripts match exactly the details on the attendance register
* To securely return all exam scripts and exam materials to the Exams Officer.

**Other**

* To attend training, refresher or review sessions as required
* To undertake, where required and where able, other duties requested by the exams officer, for example: supervision of clash candidates between exam sessions
* Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| Good standard of education especially with regard to literacy and numeracy |  |  |
| GCSE Maths and English Grade C or equivalent |  |  |
| Previous experience in an educational environment |  |  |
| **Knowledge and skills** |
| Ability to work collaboratively with others |  |  |
| Ability to communicate clearly orally and in writing  |  |  |
| Ability to work within school- based systems and specified timelines |  |  |
| Accuracy and attention to detail |  |  |
| Knowledge of Academy procedures |  |  |
| **Personal qualities** |
| Excellent interpersonal skills with the ability to maintain strict confidentiality |  |  |
| Initiative and ability to prioritise own work and that of others to meet deadlines |  |  |
| Efficient and meticulous in organisation |  |  |
| Able to follow direction and work in collaboration with the leadership team |  |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations |  |  |
| Ability to evaluate own development needs and those of others and to address them |  |  |
| Commitment to the highest standards of child protection and safeguarding |  |  |
| Recognition of the importance of personal responsibility for health and safety |  |  |
| Commitment to the Trust’s ethos, aims and whole community. |  |  |