

POST TITLE: Invigilator	GRADE: Grade 1, Scale Point 3
RESPONSIBLE TO: Exams Officer	
DATE: January 2023	

Responsible for No direct reports

Key liaisons **Assistant Principal: Raising Achievement**
Senior Administrator
Multi Academy Trust School staff and leadership teams
Students

Hours of Work Casual

Purpose of role

1. To support with the effective management of examinations, both mock examinations and formal external examinations.

Main Duties

Exam Supervision

1. Set out examination papers, stationery and equipment prior to the start of examinations
2. Ensure a calm environment and help to organise students' entry and exit at the start and end of each examination
3. Ensure silence is maintained during examinations
4. Ensure the starting and finishing times for examinations is displayed clearly in the examination room
5. Ensure that the conduct of the examination takes place within the guidelines set down by JCQ, referring suspected malpractice or any irregularity in the examination process to the Exams Officer or other member of the teaching staff
6. Mark the attendance registers in examination rooms, recording details of any late arrivals
7. Escort students from venues during the examination as required, and supervise students while outside examination rooms
8. Collect and collate examination papers at the end of examinations
9. Deliver completed, and any unused, examination papers to the Exams Officer
10. Provide a warm, positive and supportive environment for students in an examination room

Data Protection and Safeguarding

1. Work within the requirements of Data Protection at all times
2. Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
3. Remain vigilant to ensure all students are protected from potential harm

General

1. The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

2. The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
4. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Invigilator	Essential (E) or Desirable (D)
Skills and Experience	
Evidence of suitability to work with children and young people	E
Ability to establish good relationships with other colleagues and with students	E
Recent and relevant experience of individual work or group work with children/young people	D
Attributes	
Committed to the Futura Learning Partnership's aims	E
Committed to Equality and Diversity	E
Positive approach to education and an insistence on high standards	E
An open mind set and 'can do' attitude	E
A willingness to learn and ask for support	E
Good sense of humour	E
Positive and calming demeanour	E