

## JOB DESCRIPTION

<b>ROLE TITLE</b>	Exam Invigilator
<b>CONTRACTED HOURS</b>	Zero Hours
<b>LOCATION</b>	Breckland School
<b>GRADE / SCALE POINT – SALARY</b>	Grade 2, Point 2
<b>REPORTING TO</b>	Amanda Donelan

### INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### JOB PURPOSE

To provide support to the examination process.

### KEY TASKS & RESPONSIBILITIES

**To support the Examinations Officer and teaching staff with the day-to-day operation of examination venues:**

- a) Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- b) Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- c) Offering advice and guidance to unregistered candidates without allocated seats;
- d) Ensuring that candidates do not talk once inside examination venues;
- e) Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- f) Checking attendance during examinations;
- g) Recording details of late arrivals and early leavers and collecting scripts from early leavers;
- h) Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- i) Collecting and collating scripts at the end of the examination in accordance with strict procedures;
- j) Assisting with the preparation of script envelopes;
- k) 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 Office staff with other examination processes:**

- a) Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- b) Assisting with the preparation of seating plans;
- c) Delivering scripts to departmental and School offices;
- d) Assisting with Access Arrangements

**SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**GENERAL**

- 1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
- 2. Participate in training and other learning activities and performance development as required.
- 3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
- 4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
- 5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
- 6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>		<ul style="list-style-type: none"> <li>• Experience of working or studying in higher education environment</li> <li>• An understanding of examination processes</li> </ul>
<b>Literacy and Numeracy</b>	<ul style="list-style-type: none"> <li>• Effective oral / written communication skills</li> <li>• Good level of numeracy</li> <li>• Accuracy and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Competent and confident in use and interpretation of databases and spreadsheets.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Know when it is appropriate to refer upwards</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Flexible approach to work</li> </ul>	
<b>Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>• Tact and diplomacy second nature</li> <li>• Articulate with a good grasp of the English language</li> <li>• Patience and tolerance when dealing with pupils who may be upset or appear unreasonable</li> <li>• Understanding of the necessity and ability to maintain absolute confidentiality</li> <li>• Ability to function effectively as part of a team</li> </ul>	