

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Examination Invigilator	Grade: C (points 4-6)
Job Family: Educational Support	
<p><u>Overall Purpose of Job:</u></p> <p>As an Examination Invigilator, under direction you will oversee and supervise examinations, ensuring guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will prepare the examination room according to the requirements of the examination board (distributing papers and preparing associated materials). 2. You will supervise candidates in a quiet and unobtrusive manner to ensure examination board regulations are strictly observed. 3. You will provide assistance to candidates during examinations (e.g., enable them to find their allocated seats quietly and efficiently or answering enquiries during examination sessions). 4. You will assist in the efficient timekeeping of examinations. 5. You will deal with any minor behaviour issues in line with the academy policy, reporting any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately. 6. You will maintain the security of the examination papers and/or candidate scripts before, between and following the examination. 7. You will ensure the examination room is clear and tidied for the next session and that equipment is fully stocked. <p>General</p> <ol style="list-style-type: none"> 8. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay. 9. You will participate in training and other learning activities and performance development as required. 10. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. 11. You will ensure strict confidentiality in all areas of work. 12. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). 13. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records). 14. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once. 15. You will always comply with the Trust's policies and procedures. 16. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation. 	

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- A good standard of education (A/C)
- Relevant work experience or vocational training with regard to administration/office work (A/I)
- Understanding of relevant policies and procedures (A/I)
- Understanding of health and safety policy (A/I)
- Able to communicate clearly face to face, by telephone and in writing with a wide range of people (A/I/R)
- Excellent relationships with staff and students (A/I/R)
- Flexibility with regards to working hours during examination periods (A/I/R)
- Good organisational skills (A/I/R)
- Able to work sensitively with confidential information (A/I/R)
- Able to work with a high level of accuracy (A/I/R)
- Able to work with a minimum of supervision (A/I/R)
- Able to maintain a safe, calm, and happy ethos (A/I)

Desirable

- Experience of working in a school environment (A/I)
- Emergency First Aid or First aid at work qualification (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Reliable
- Flexible
- Team player
- Organised
- Clear communicator
- Trustworthy
- Calm

CONTACTS AND RELATIONSHIPS:

Managers - in regular contact with senior leaders/Principal within the Academy

Support Staff – in regular contact with support staff within the Academy

Trust Staff – in occasional contact with Trust staff

External – in regular contact with students

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.