

# Job Description

For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

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| **Job Title** | Exams Invigilator  Invigilators need to be available during the months of May and June (for at least 6 sessions per week) and preferably in January, July and November for mock exams. |
| **Accountable To** | Exams Officer |
| **Job Purpose** | To provide support to Great Western Academy’s examination process |
| **Salary** | NJC Scale Point 2 £11.59ph /£22,366 FTE |
| **Start Date** | As soon as possible |

*This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).*

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.*

1. Key outcomes

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

1. Main responsibilities

* With the Exams Officer, check the day, date, time, subject, unit/component, and tier of entry, for each set of papers, if appropriate, immediately before a question paper packet is opened. (Second Pair of Eyes check)
* Facilitate access arrangements for candidates, for example as a reader, scribe, etc (full training will be provided)
* To assist in the setting up of examination rooms
* To ensure all candidates receive appropriate examination question papers and answer paper
* To be aware of any needs that candidates may have during an examination
* To ensure answer scripts are collected in, put into the correct order as per the attendance register and are supervised as required until they are delivered to the exam's office
* To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
* To maintain security and confidentiality
* To record attendance on the official examination registers and ensure it has been fully and correctly completed
* To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise
* Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
* To ensure there is no talking or disruption for the candidates once an examination has begun
* To ensure that invigilators DO NOT help candidates in any way with the question paper
* To complete and sign an Incident Log for each exam
* To sign the centre’s confidentiality declaration
* To attend at least 1 paid refresher training session every year or as requested by the examinations officer
* To assist in other activities as may reasonably be requested by the centre from time to time

*Person Specification follows below.*

# Person Specification

Exams Invigilator

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|  | **Essential** | **Desirable** | **Assessment** |
| **Qualifications** | | | |
| Good qualifications at GCSE (or higher) including C/4 in English and Maths |  | **ü** | **Application** |
| Willingness to learn | **ü** |  | **Interview** |
| Evidence of recent personal or professional development | **ü** |  | **Application** |
| **Experience** | | | |
| Experience of working in a similar role, or within a school environment |  | **ü** | **Application** |
| Evidence of successful team working | **ü** |  | **Application / Interview** |
| **Knowledge and understanding** | | | |
| A knowledge and commitment to safeguarding and promoting the wellbeing of children and young people | **ü** |  | **Interview** |
| **Personal Qualities** | | | |
| Effective listening, verbal and written communication skills | **ü** |  | **Interview** |
| Good organisational skills – able to prioritise own workload | **ü** |  | **Interview** |
| Able to analyse situations and possible outcomes to establish the most effective course of action | **ü** |  | **Interview** |
| Hardworking, flexible approach, committed and punctual | **ü** |  | **Interview** |
| Ability to form and maintain appropriate personal boundaries with children and young people in line with the academy Safeguarding and Child protection policy and the Staff Code of Conduct policy. | **ü** |  | **Interview** |