



**SUPPORT STAFF
JOB DESCRIPTION**

ROLE TITLE	Exam Invigilator
CONTRACTED HOURS	Casual
LOCATION	Newmarket Academy
GRADE / SCALE POINT – SALARY	Grade 2 SP 3 (FTE £22,737 per annum)
REPORTING TO	Principal

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

Invigilation of Academy Exams.

KEY TASKS & RESPONSIBILITIES

Main Activities

1. Prepare exam room
2. Distribute papers and stationery
3. Complete exam attendance register
4. Advise candidates of the conditions under which the exam is to be taken
5. Start the exam
6. Ensure no communication of cheating takes place
7. Report any disruption / incidents
8. Close the exam
9. Collect and collate exam papers ready to be posted

Special conditions

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner



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
Technical or Specialist		<p>Previous experience of working in an Academy environment would be beneficial.</p> <p>All exam invigilators will be required to undertake full training for this position.</p>
Literacy and Numeracy	<p>Good numeracy and literacy skills</p> <p>Effective written and oral skills</p>	



Organisational	Reliable and punctual	
Planning	Required to work on a supply basis	
Physical	To have good communication skills Polite friendly and flexible approach to work To follow instructions To keep calm and maintain an air of authority	
Level of Autonomy	There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.	