



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### Exam Invigilator

<b>Grade/Salary:</b>	<b>Band 2, SCP 3-5</b>
<b>Hours:</b>	<b>Casual</b>
<b>Location:</b>	St Philip Howard Catholic Voluntary Academy.

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#### Main Purpose

To support the Examinations Officer/Senior Invigilator/Administration Team in supervising candidates undertaking external examinations at the academy in accordance with the relevant guidance and legal requirements.

#### Duties and Responsibilities

##### Supervision

- Work as part of a team of invigilators to supervise pupils whilst they undertake school and external examinations
- Work in accordance with the relevant legal and academy requirements
- Follow the 'Guidance for Invigilators' provided by the examinations officer and/or the examination board ensuring that regulations on conduct and communication are strictly observed

##### Administration

- Prepare the examination room for each session as required by the examination board
- Distribute examination papers and associated materials at the beginning of the examination and collect them at the end in the required order and format
- Complete the attendance register and a seating plan for each examination and report absentees as required by the academy
- Assist with examination timekeeping by ensuring a clock, visible to all candidates, is in the room and that examination board instructions to candidates are displayed as required

##### Candidate Support

- Respond to candidates' non-curricular queries in accordance with examination regulations
- Escort and supervise any candidates who may need to leave the examination room in an emergency
- Manage minor behaviour issues in line with academy policy



- Report any breaches of the examination code of conduct to the supervising teacher/senior invigilator/examinations officer immediately

### **Wider Responsibilities**

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to their line manager.
- Comply and assist with the development of policies and procedures relating to examinations
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the academy's Equal Opportunities Policy and practice.
- Maintain confidentiality of the academy, its pupils, and parents, acting in accordance with the academy's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the academy
- Attend and participate in relevant meetings as required
- Participate and engage in training and appraisal as required
- Undertake additional duties as reasonably requested by senior staff
- Be committed to safeguarding and promoting the welfare of children and young people.

The Exam Invigilator will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## **Person Specification**



### Exam Invigilator

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Training</b>	A minimum of 5 GCSE's (Grade A-C) or equivalent including English and Maths	✓		A
<b>Experience</b>	Experience of working in a supervisory capacity	✓		A
	Experience of working with young people		✓	A
	Experience of working in an educational establishment		✓	A
<b>Skills and Knowledge</b>	Ability to set and maintain high standards	✓		I
	Ability to prioritise tasks, manage time effectively and meet deadlines	✓		I
	Ability to keep calm under pressure	✓		I
	Accuracy and attention to detail	✓		A & I
	Ability to share techniques and knowledge with others		✓	I
<b>Personal Qualities</b>	Flexible in terms of working hours and duties	✓		I
	Able to communicate effectively	✓		I
	Uphold and promote the Catholic ethos and values of the school	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding, equality, diversity and inclusion	✓		I

#### Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Last review date:** November 2024



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust

**Next review date:**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_