

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Exam Invigilator

DEPARTMENT: Crestwood School

SALARY RANGE: Grade 2

TYPE OF CONTRACT: Casual Hours during exam periods

REPORTING TO: Exam's Officer

LIAISING WITH: Exam's officer, Lead Invigilators, Teaching/Support staff

Main purpose:	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Crestwood's regulations and instructions
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MAIN DUTIES:

General Duties

Before exams

Report to and be briefed by the exams officer prior to each exam session

Keep confidential exam question papers and materials secure before, during and after exams

Ensure exam rooms are set up according to the requirements

Admit candidates into exam rooms under formal exam conditions

Where required, understand the access arrangements for individual students and offer the support as directed by SENCO

Distribute the correct question papers and exam materials to candidates

	<p>Instruct candidates in the conduct of their exams</p> <p>Deal with candidate questions</p> <p>During exams Supervise and observe candidates at all times and be vigilant throughout exams</p> <p>Keep disruption in exam rooms to a minimum</p> <p>Record/report any incidents, disruption or irregularities</p> <p>Complete attendance registers</p> <p>Deal with candidate questions according to the regulations</p> <p>After exams Instruct candidates in finishing their exams and collect exam scripts and exam materials</p> <p>Dismiss candidates from the exam room</p> <p>Check candidates' names on scripts, match the details on the attendance register</p> <p>Securely return all exam scripts and exam materials to the exams officer</p>
<p>Staffing and Resources</p>	<p>Be reliable, flexible and readily available during main exam periods</p> <p>Work well as part of a team</p> <p>Be confident and a reassuring presence to candidates in exam rooms</p> <p>Be able to give instructions and manage situations involving different groups of people</p> <p>Be confident in being able to work with a student in a 1:1 setting to provide access support to students that may need questions reading to them or to scribe for students</p>
<p>Other professional requirements:</p>	<p>Undertake training, update and review sessions as required</p> <p>Undertake, where required and where able, other duties requested by the exams officer, for example:</p> <ul style="list-style-type: none"> • facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided) • other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
<p>Other Specific Duties</p>	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each</p>	

individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

Support for the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	None Required	
Experience	Not essential	Evidence of working with others
Skills and knowledge	Ability to work with others and learn new tasks quickly Able to maintain high standards of protocol at all times Supportive of those working together	
Personal qualities	Work well in a team Confident and reassuring Able to give and follow instructions	Confident in supporting a student in a 1:1 setting
Flexibility	As this is a casual position the ideal candidate will be flexible to suit the needs of the exam seasons giving plenty of notice to when they are not available Has availability regularly throughout October to June	

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

Job Title:	Exam Invigilator		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	