

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Exam Invigilator</b>
<b>Salary:</b>	<b>Grade B - £12.85 per hour</b>
<b>Hours:</b>	<b>Casual hours</b>
<b>Effective Date:</b>	<b>As soon as possible</b>
<b>Reporting to:</b>	<b>Exams Officer</b>

**Main Job Purpose:** To undertake invigilation of examinations in accordance with the regulations of Joint Council for Qualifications and within the rules and policies of the school.

### Main Duties:

- To assist the Examinations Officer in the smooth and efficient invigilation of internal and external examinations.
- To prepare exam halls and rooms, setting out candidate cards and equipping rooms for any further arrangements required for individual candidates (for example, setting up laptops, extra time arrangements, different tiered exam paper arrangements).
- To assist in admitting the candidates to the examination room and enabling them to find their seats quietly and efficiently.
- To assist in the distribution of examination papers and any associated materials at the beginning of the examination and to collect them at the end.
- To distribute additional paper and/or equipment as necessary.
- To assist in the efficient timekeeping of the examination.
- To supervise the examination candidates in a quiet and unobtrusive manner.
- To respond to candidates queries in accordance with the examination regulations.
- To ensure that any instances of malpractice are brought to the attention of the Exams Officer or a member of the Senior Leadership Team.
- To ensure that any minor behaviour issues are dealt with in line with school policy and under the guidance of the Exams Officer.
- To escort and supervise candidates who may need to leave the examination room in an emergency.
- To collect examination papers, sorting into required order and assist with the despatch of examination papers to the exam board.
- To undertake training as required (further details below).
- To carry out other duties appropriate to the position as instructed by the Head of Centre.

### Other

- To undertake regular invigilator training as required.
- To undertake reader/scribe training as required and act as a reader/scribe for candidates entitled to access arrangements as requested.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager 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, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.*

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Right to work in the UK</li> <li>• Maths and English GCSE at grade C (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Good literacy skills</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• General organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of invigilating in an education environment is desirable although training will be given</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Excellent communication skills</li> <li>• Excellent attention to detail</li> <li>• A flexible approach to work</li> <li>• Ability to reassure students who are anxious or distressed</li> <li>• Ability and willingness to work under pressure</li> <li>• Ability and willingness to follow instructions but also to work on own initiative when required</li> <li>• Ability to remain alert/standing during long examinations</li> <li>• Ability to work as a member of a team</li> <li>• Maintaining a positive working attitude</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice (training will be provided)</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Reliability</li> <li>• Punctuality</li> <li>• Tactful and understands confidentiality</li> <li>• Common sense and initiative</li> <li>• Available to work during examination periods</li> </ul>	

**Equa Mead Learning Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**