

SAPIENTIA EDUCATION TRUST

JOB DESCRIPTION

EXAM INVIGILATOR

Line Manager:	Examinations and Student Records Controller
Salary:	£10.88 per hour, which includes £1.38 as holiday pay
Residential Status:	Non-Resident

THE POST

Attleborough Academy is looking to recruit Exam Invigilators to provide support to the Academy and be responsible for the efficient conduct of public examinations.

Exam Invigilators are required to work on a flexible basis at mutually agreed times. There is no guarantee of regular work or a guaranteed minimum of hours per year. Exam Invigilators are required to work at various times during the year for both Public Examinations and Mock Examinations and expected to be available for the main Examination periods (May and June).

Attleborough Academy is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Exams Invigilator are:

- Be able to work flexibly;
- Have effective organisational skills;

- Have excellent communication skills to respond to staff and students.

The qualifications and previous experience required for an Exams Invigilator are:

- A good level of literacy and numeracy.
- Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the School and its students;
- Be able to work with minimal supervision and initiative.

JOB SPECIFICATION

General Responsibilities

The Exams Invigilators provide support to the School and are responsible for the efficient conduct of public examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ).

The post-holder will be required to comply with the Attleborough Academy Code of Conduct for Staff and Volunteers.

Attleborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Be familiar with the regulations relating to the conduct of examinations;
- Assist with setting up exam venues, including laying out stationary and papers;
- Assist with the completion of seating plans;
- Organise students on arrival, prior to the exam, and issuing the relevant exam instructions;
- Ensure exam venues remain quiet;
- Remain vigilant during exams, without disturbing the students;
- Deal with queries raised by students appropriately, seeking advice where necessary;
- Report any discrepancy, disturbance or irregularity in procedures to the Exams and Assessment Manager promptly;
- Check the attendance and record details of late arrivals and early leavers;
- Escort students from venues during exams as required and supervise students outside venues and between exams as required;
- Collect scripts at the end of the exam in accordance with procedures;

- Check and collate all scripts and ensure their safe delivery to the Exams Office;
- Supervise the departure of students at the end of the exam;
- Reading and/or Scribing for students where required (for which training will be provided).

HOURS OF WORK

Exam Invigilators are required to work on a flexible basis, at mutually agreed times. There is no guarantee of regular work or a guaranteed minimum of hours per year. Exam Invigilators are expected to be available for the main exam periods each year (May and June).

The Exams and Assessments Manager will produce a rota in advance of each exam period, allocating invigilators to exams according to availability and experience.

You may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet.

REMUNERATION

Salary Details:

- £10.88 per hour, which includes £1.38 as holiday pay, and paid monthly in arrears on submission of an authorised timesheet.

The post-holder will be entitled to join Attleborough Academy's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Attleborough Academy employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Attleborough Academy Performance Management programme.