



Kibworth Mead Academy

Exam Invigilator

Grade 5

Job Description

October 2020

Job Description

Job Title:	Exam Invigilator
Grade:	Grade 5 pay point 7 (9.81 per hour)
Hours:	As required by the Examinations Office
Responsible to:	The Examinations Officer
Job purpose:	To work under the direct supervision of the Examinations Officer to maintain the security of the examination question papers at all times to ensure the fair and proper conduct of examinations in accordance with examination board regulations, in an environment that enables a student to perform at their best.
Objective:	To be responsible for the correct running of all external examinations and some internal examinations in accordance with school policies and procedures.

Duties and responsibilities specific to the post

- Preparing the examination room ensuring that it is conducive to examination conditions and minimise distractions
- Checking attendance during examinations and recording details of late arrivals and early leavers
- Distributing and collecting examination papers/scripts/material from candidates.
- Supervising the entry and exit of candidates to and from the examination room; directing them to their seats and ensuring that candidates leave venues in an orderly and a quiet manner.
- Ensuring that examinations begin and end of time as scheduled
- Invigilating during examinations, dealing with queries raised by candidates and closely following and enforcing exam procedures and regulations.
- Remaining vigilant during the examination, in order to prevent any cheating or malpractice.
- Report any malpractice problems to the Examinations officer
- Dealing with emergency situations e.g. student illness, fire alarms, toilet breaks etc.
- Dealing with sensitivity with candidates who have special arrangements
- Familiarising and adhering to the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications
- Being available to work flexibly in ensuring the examination processes are completed at the end of each examination
- Provide advice and guidance to staff and students.
- Scribing for students with special needs.
- Completing general administrative duties as directed by the Examinations Officer
- To undertake professional development and training as and when required
- To adhere to all policies agreed by the schools' Governing Body

- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as required
- You will be required to undertake other appropriate duties as directed by the Headteacher

General:

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

It is vital to the ethos of the School that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the support team and treats co-operation and support for colleagues as a top priority. You should become familiar with the school's vision, aims and mission statement and be guided by it accordingly.

Additional Duties to Include:

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from all forms of harm and to take reasonable steps to ensure the safety and well-being of students

- To ensure awareness of and compliance with personal responsibilities and requirements of school policies and procedures including Health & Safety
- As a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant body
- Policy and Practice - Ensure a thorough understanding of the implications of related policies and adhere to the content
- Adhere to the General Data Protection Regulation (GDPR) guidance

Special Factors:

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
- This post is subject to a check being carried out at an Enhanced Level by the Disclosure and Barring Service
- According to grade the notice period of 1 month will be required

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The Kibworth School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Safeguarding Children and Young People:

The Kibworth School is committed to safeguarding and promoting the welfare of children and young people. We expect staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Please refer to the DFE website regarding keeping children safe in education; <https://www.gov.uk/government/publications/keeping-Children-safe-in-education--2>

Person Specification

Job Title Exam Invigilator

Grade 5 (points 7-8)

	Essential	Desirable	How assessed
<u>Qualifications/Experience</u>			App/Ref
Confident basic user of ICT. Good administration skills and attention to detail	✓		
Qualifications or proven experience relevant to the post		✓	
Effective oral/written communication skills	✓		
Experience of working in Education		✓	
<u>Knowledge</u>			
Knowledge of child protection and health and safety procedures		✓	
<u>Skills/Attributes</u>			App/Ref
Willingness to undertake relevant training	✓		
Ability to work as part of a team	✓		
Ability to prioritise work task		✓	
Ability to use own initiative	✓		
Polite, Courteous and Welcoming	✓		
Ability to maintain confidentiality	✓		
Highly dependable, totally trustworthy and able to meet deadlines	✓		

	Essential	Desirable	How assessed
Ability to work independently and take decisions when appropriate	✓		
Calm and able to deal with pressure points	✓		
Judgement and to know when to seek advice from senior colleagues	✓		
High standard of personal appearance	✓		
Excellent timekeeping	✓		
A good sense of humour	✓		
<u>General Circumstances</u>			
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med
<u>Application</u>			
A well-constructed, legible application form and letter of application.	✓		

AGREEMENT

Job title: Exam Invigilator

Agreement to All the Points Outlined Within the Job Description Document		
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect, or anticipate, changes in the job commensurate with the grade and the job title. These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Headteacher.</p> <p>Health and Safety - It is an Employee's responsibility to take reasonable care of themselves and others, and anybody affected by their undertaking, including any act(s) or omissions.</p>		
Staff Member		
Signed by member of staff		Date:
Signed by Headteacher		Date: