

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Examination Invigilator	<b>Location</b>	Caister Academy
<b>Salary</b>	Scale B, point 3 (£12.85 per hour)	<b>Hours</b>	Casual
<b>Department</b>	Support Staff	<b>Reports To</b>	Examination Officer

## JOB PURPOSE:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform to the best of their ability.

## KEY RESPONSIBILITIES AND DUTIES:

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- To support the day-to-day operation of examination venues.
- Assisting with setting up examination venues by laying out stationery, equipment, and examination papers in accordance with strict procedures.
- Closely follow and enforce exam procedures and regulations.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
- Ensure candidates do not talk once inside the examination venues.
- Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.
- Checking attendance during examinations.
- Record details of late arrivals and early leavers and collect scripts from early leavers.
- Ensure that candidates are aware of the start and finishing times of examinations.
- Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
- Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Report any breach of examination rules to the Senior Invigilator/other responsible person immediately.
- Assist candidates as appropriate with additional supplies of paper and stationery.
- Collect, collate, and deliver scripts at the end of the examination in accordance with strict procedures.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.
- Assist with the preparation of the seating plans if required.
- Assist with the packing of examination papers, stationery, and equipment prior to the examinations and the delivery to and from venues if required.
- To assist the Examinations Officer with any reasonable part of the examinations process.

### Additional Responsibilities

- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Always seek to represent the Academy and the Trust in the best possible manner.

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- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
    - Treating students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the professional position,
    - Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
    - Showing tolerance of and respect for the rights of others,
    - Not undermining fundamental British value, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
    - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
  - Maintain high standards of personal attendance, presentation, and punctuality.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students.
- Consider and care for the health and safety of themselves, colleagues, and students.
- Recognise, reward, praise, and promote student success wherever possible.
- Ensure equality for all students by consistently upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform, etc.
- Treat information about students and staff with due sensitivity. Always adhere to general data protection regulations. Respect confidentiality where appropriate.

## Variation in Role

- Undertake other duties;
  - Commensurate to the post holder's abilities, position, grade, as requested by the Principal or line manager,
  - Of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, considering individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties above are therefore neither exclusive nor exhaustive and may change over time.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good standard of education.</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE A-C Grade (or equivalent) in English and Maths.</li> <li>• Educated to A Level standard or equivalent.</li> </ul>

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<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the importance of exam regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience of invigilating examinations.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Ability to communicate information effectively and to provide assistance to a diverse range of people.</li> <li>• Able to work effectively as part of a team and on own initiative with minimum supervision.</li> <li>• Ability to maintain standards successfully under pressure.</li> <li>• Ability to use own initiative as well as follow detailed instruction.</li> <li>• Ability to deal with information in a confidential and sensitive manner.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Patient and understanding attitude.</li> <li>• Accuracy and attention to detail.</li> <li>• Excellent interpersonal skills.</li> <li>• Willingness to be flexible with working hours to respond to the Academy's needs.</li> <li>• Commitment to uphold the Academy's Equal Opportunities Policy.</li> <li>• Commitment to uphold the Academy's ethos.</li> <li>• Commitment to Health and Safety in the work place.</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<b>EQUAL OPPORTUNITIES</b>	<p>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</p>	

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<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

**Creative Education 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.**