

# EXAM INVIGILATOR JOB DESCRIPTION



## JOB PURPOSE:

The role of Examination Invigilator will be supporting all schools within the Rutland and District Schools' Federation.

## DUTIES:

To undertake the supervision of examinations as directed by the Examinations Officer or link Vice Principal.

- Actively remain vigilant to ensure students remain focused during the exam.
- Give clear instructions to the students as set out in the JCQ regulations, before, during and after examinations.
- Actively interact with the students when necessary and assist them as required following the JCQ regulations.
- Follow Federation and JCQ procedures and be responsible for controlling behaviour in the examination room.
- Work closely with subject specialists and the Examinations Officer to ensure that students have the correct examination papers.
- Take attendance registers.
- Maintaining the confidentiality of all examination materials.
- Collating examination papers following examinations.
- Completion of attendance registers.
- Packaging of examination scripts to be sent to the awarding bodies.
- Supporting students with access arrangements which may involve reading and/or scribing (training will be given).

## GENERAL DUTIES

- To maintain confidentiality and adhere to the Federation's procedures and policies.
- To attend staff meetings and training as required.
- To work across the Federation as required by the Executive Principal.

## FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Any other reasonable duties as requested by the Executive Principal.

## SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and

safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies).

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

*This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.*

### EXAMINATIONS INVIGILATOR PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications</b>		
A good all-round standard of education.	Qualifications gained through further or higher education	Application form
Evidence of the ability to supervise young people.	Previous experience of an educational environment.	Interview and reference
Evidence of good organisational skills.		Interview and reference
Good interpersonal and communication skills with both adults and young people.	Experience of a post in which these qualities are critical.	Reference and interview
<b>Personal qualities</b>		
Attention to detail	Experience in a post which required these qualities.	Interview
The ability to empathise with and support students in Examinations.	Experience of working with young people.	interview
The ability to work independently.	Experience in a post where this was evident.	Interview
An authoritative and confident manner which will elicit respect.	Experience in a post which required these qualities.	Interview