

JOB DESCRIPTION

JOB TITLE	Exam Invigilator
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The St Leonards Academy
RESPONSIBLE TO	Examinations Officer
MAIN PURPOSE OF THE JOB	<p>Invigilators are employed to provide exam invigilation for internal and external examinations.</p> <p>They are employed on a casual basis to suit the demands of exams. The exams take place throughout the school year starting in November and ending with the GCSE examinations in May and June.</p>
MAIN TASKS / KEY RESPONSIBILITIES	
1	To assist with setting up examination rooms in accordance with awarding body regulations.
2	To ensure at all times safe custody of Question Papers and other examination materials
3	To ensure compliance with the regulations contained in “The Instructions for the Conduct of Examinations” published by the Joint Council for Qualifications
4	To assist with bringing candidates into the exam room in silence and ensure they are seated in accordance with prescribed seating arrangements.
5	To ensure no prohibited material or equipment has been brought into the exam room.
6	To assist with distribution of exam papers.
7	To distribute extra paper as required and deal with candidates’ queries and any emergencies that arise during the examination
8	To report all cases of irregularity or misconduct to the Examinations Officer immediately and understand the consequences of any regulation infringement.
9	To know the emergency procedures to follow in the event of a fire alarm or other need to evacuate the building.
10	To patrol the exam room during the exam, being as unobtrusive as possible (quiet shoes etc.).
11	To collect in the exam papers at the end of the exam and ensure they are kept safe until handed over to the Examinations Officer.
12	To assist with the dismissal of candidates in silence.
13	To assist candidates who are entitled to access arrangements for their examinations, e.g. reading aloud or scribing for a candidate with additional needs.
14	To ensure compliance with statutory policies and procedures relating to the role.
15	To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy’s policies for Health and Safety, and Equal Opportunities.

16	To undertake other reasonable duties as directed by the cleaning supervisor
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: July 21	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced Criminal Record Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

Qualifications

- A good level of spoken and written English is essential for this role.

Experience

- Experience of working within a school or with young people would be desirable

Skills & Knowledge

- Excellent communication skills
- Ability to work as part of a team
- Ability to work on own initiative
- Calm but firm approach when dealing with difficult situations

Personal Attributes

- Professional, with a positive attitude to work
- Flexible
- Reliable
- Compassionate