

POST TITLE: Exam Invigilator	GRADE: 3 SCP 5
RESPONSIBLE TO: Examinations Officer	

Responsible for: No direct reports

Purpose of role:

To assist the Examinations Officer in the smooth and efficient administration of examinations, including pupil invigilation, management of rooms, facilities and equipment and the despatching of completed scripts.

Principle Accountabilities:

General:

- To complete training in the roles and responsibilities of the Examinations Invigilator as stated in the 'Instructions for Conducting Examinations' booklet, as provided by the Examinations Officer and the Examination Boards, and to be aware of centre specific instructions for the conduct of examinations such as evacuation routes and protocols for use in emergency situations.
- To contribute to building and maintaining effective working relationships with the Exams team, the invigilation team and wider school team.

Before Exams

- To assist with the setting up of examination venues by laying out stationary, equipment and examination papers in accordance with published guidelines.
- To liaise with the Examinations Officer to determine any requirements for subject examination and to ensure appropriate preparation of the examination room, as required by the individual exam.
- To liaise with the Examination Officer / SENDCO as required to ensure that provision is made for pupils who require special considerations
- To supervise the admission of the candidates to the examination room and help them find their allocated seats quietly and efficiently.
- To complete the attendance register.

During Exams

- To give clear instructions to candidates regarding information relating to and the conduct of examinations ensuring they understand what they are required to do.
- To supervise and give complete attention to the candidates in a quiet and unobtrusive manner to ensure regulations on conduct, communication etc are strictly observed, throughout the whole time the examination is in progress.
- To scribe or read for pupils with additional requirements if directed by the Examination Officer.
- To respond to candidates' queries in accordance with examination regulations.
- To distribute additional paper and / or equipment as necessary
- To ensure that any minor behavioural issues are dealt with in line with the centre policy, report any breaches of the Examination Code of Conduct to the Examination Officer or Headteacher immediately and make a record of the problem in the examinations incident book.

- To escort and supervise candidates who may need to leave the examination room in cases of emergency, ill health or for the purposes of using the toilet.

After Exams

- To collect all examination papers, answer booklets and associated materials at the end.
- To sort sets of completed papers alphabetically, in preparation for posting
- To ensure that the examination room is clear and tidied for the next session and that equipment is returned.
- To check examination desks for any graffiti and report this to the Exams Officer to ensure that it is removed.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification: Exam Invigilator	Essential (E) or Desirable (D)
Education/Qualifications	
Good standard of education (3 x GCSEs, including English and Maths grade C or above or equivalent)	E
Experience	
Working collaboratively as part of a team	E
Experience of invigilating examinations	D
Knowledge of Keeping Children Safe in Education and GDPR	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Positive attitude to change	E
Operates with integrity	E
Commitment to maintaining confidentiality at all times	
Skills	
Ability to adhere to policies and procedures	E
Excellent verbal communication skills including the ability and confidence to speak to large audiences	E
Excellent planning and organisation skills	E
Excellent attention to detail	E
Ability to prioritise and multi task	E
Pragmatic approach to problem solving	E
Ability to work unsupervised	E
Attributes	
Resilient	E
Punctual and reliable	E
Flexible and adaptable in approach to work	E
Other	
Occasional work outside of normal working hours with prior notice	E