



## **JOB DESCRIPTION**

**Job Title:** Exams Invigilator  
**Grade:** B3 (Fixed SCP 7)  
**Reporting to:** Examinations Officer

### **Job Purpose:**

To ensure a calm environment which will give the candidates the best possible opportunity to be successful in their exams.

### **Responsibilities:**

- To help organise students at the start and end of each exam.
- To help provide the correct equipment and material for successful completion of the exam.
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied).
- To be vigilant, whilst not disrupting the candidates.
- To refer to the Examinations Officer if it is suspected that malpractice is taking place.

### **Main Duties:**

- To ensure that students do not leave an examination unless escorted for exceptional reasons (always check with the Examinations Officer/senior invigilator first).
- To assist in the collection of exam scripts which need to be collected in order, by candidate number.
- In the event of any discrepancy or irregularity during an examination, to give a verbal report to the Examinations Officer and complete exam room incident log.

### **Personal Qualities:**

- To have a good command of written and spoken English.
- To be confident and able to communicate with staff and pupils.
- To be a good team member and have the ability to work on own initiative.
- To be flexible.

### **Hours Required:**

- Examinations and Mock Examinations take place during varying periods each and the length of sessions can vary. The successful applicant must be available during the Summer examination season which runs during May and June. The number of hours and weeks when work is available will vary according to the exam timetable.

### **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.

# GORSE

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>• GCSE Grade C/4 and above (or equivalent) in English and Mathematics.</li> </ul>	<b>D</b>
<b>Knowledge and Skills</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>• Ability to co-operate and collaborate with school staff.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Effective communication skills with young people and adults.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Ability to follow written procedures to carry out tasks.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Meticulous attention to detail.</li> </ul>	<b>E</b>
<b>Experience</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>• Experience working as an invigilator within a school environment</li> </ul>	<b>D</b>
<b>Personal Qualities</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>• High level of confidentiality</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Reliable</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Flexible over working hours</li> </ul>	<b>E</b>
<b>Continuous Professional Development</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>• Evidence of commitment to Continuing Professional Development</li> </ul>	<b>E</b>
<b>Other Conditions</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> </ul>	<b>E</b>

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