

POST TITLE: EXAM INVIGILATOR	GRADE: 3 (SCP5)
RESPONSIBLE TO: EXAMINATIONS OFFICER	

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; the despatching of completed scripts and perform such other duties which will allow for the smooth running of examinations.

There are between 900 to 1000 students on role aged 11 to 16. With external and school based exams there is an all year round cycle. The Examinations Officer is responsible for the recruitment, training and deployment of up to 30 exam invigilators as required to meet the exam regulations.

Principle Accountabilities:

- 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 assist with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with published guidelines.
- To liaise with the Examinations Officer to determine any requirements for subject examinations and to ensure appropriate preparation of the examination room, as required by the individual exam. To supervise the admission of the candidates to the examination room and to help them find their allocated seats quietly and efficiently.
- To complete an attendance register.
- To liaise with the Examinations Officer/Examination Boards/SENDSCO as required to ensure that provision is made for pupils who require special consideration.
- To receive and store examination papers appropriately in a secure location.
- To open and check materials received, in accordance with the Examination Board regulations, allowing sufficient time to identify and resolve any discrepancies.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in each examination room and that exam board instructions to candidates are displayed in line with legal requirements.
- To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
- To scribe or read for pupils with additional requirements if so, directed by the Examinations 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 centre policy, report any breaches of the Examination Code of Conduct to the Examinations 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.

- 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 it is removed.
- To sort sets of completed papers alphabetically at the end of the examination, in preparation for posting.
- To carry out other duties appropriate to this position as instructed by the Examinations Officer or Headteacher.

PHYSICAL EFFORT AND WORKING CONDITIONS

- The ability to both patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to monitor the conduct of students.

CONTACTS AND RELATIONSHIPS

- Day to day with the Examinations Officer, students and staff to meet a range of needs.
- You will have regular contact with the Examinations Officer to ensure that you remain cleared for DBS regulations – note: If an invigilator has no contact with school for more than 3 months a new DBS check must be carried out, therefore planned regular contact must take place.

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 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 work place. 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 - Exams Invigilator	Essential (E) or Desirable (D)
Education/Qualifications	
Minimum 5 A*-C or 9 – 4, including English and Maths, or equivalent	E
Experience	
Experience working with teenage children and/or in education	D
Experience of invigilating examinations	D
Behaviours	
Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all students	E
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	E
Punctual and reliable	E
Professional and approachable	E
Able to remain calm and focused in highly stressful situations	E
Adheres to the school 'Dress Code'	E
Willingness to be an effective team player	E
Skills	
Good communication and interpersonal skills	E
Good organisational and time management skills	E
Able to invigilate for several hours at a time, if required	E
Able to both patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to monitor the conduct of students.	E
An appreciation of the key issues involved in examination invigilation.	E
The ability to ensure students comply with examination regulations and conditions.	E
The ability to work with others as part of a team	D
The ability to adapt and be flexible	D
Other	
Able to display an awareness, understanding and commitment to the protection and safeguarding of children	E
Commitment to maintaining confidentiality at all times	E
Individuals may be required on site between the hours of 8.00am and 5.00pm. Details are given in advance.	E
Experience and knowledge of Keeping Children Safe in Education and GDPR	D