

JOB DESCRIPTION

JOB TITLE	Exams Invigilator
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Hastings Academy
SALARY	Single Status Grade 2
RESPONSIBLE TO	Exams and Student Outcomes Manager
MAIN PURPOSE OF THE JOB	<p>1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Hastings Academy regulations and instructions</p> <p>2. To have a key role in upholding the integrity and security of the examination/assessment process</p>
MAIN TASKS / KEY RESPONSIBILITIES	
1	<p>Before Exams:</p> <ul style="list-style-type: none"> · Report to and be briefed by the exams and students outcomes manager prior to each exam session · Keep confidential exam question papers and materials secure before, during and after exams · Ensure exam rooms are set up according to the requirements · Admit candidates into exam rooms under formal exam conditions · Identify candidates and seat candidates according to the required arrangements · Distribute the correct question papers and exam materials to candidates · Instruct candidates in the conduct of their exams · Deal with candidate questions · Start exams
2	<p>During exams</p> <ul style="list-style-type: none"> · Supervise and observe candidates at all times and be vigilant throughout exams · Keep disruption in exam rooms to a minimum · Deal with emergencies or irregularities effectively · Record/report any incidents, disruption or irregularities · Complete attendance registers · Deal with candidate questions according to the regulations
3	<p>After exams</p> <ul style="list-style-type: none"> · Instruct candidates in finishing their exams and collect exam scripts and exam materials · Dismiss candidates from the exam room · Check candidates' names on scripts, match the details on the attendance register · Securely return all exam scripts and exam materials to the exams officer

4	<p>Other tasks</p> <ul style="list-style-type: none"> · Undertake training, update and review sessions as required · (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year · Undertake, where required and where able, other duties requested by the exams and students outcomes manager, for example: <ul style="list-style-type: none"> - centre supervision of exam timetable clash candidates between exam sessions - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided) - other exams-related administrative tasks
10	To carry out all activities in line with the Academy's policies for Health and Safety and Equal Opportunities
11	To participate in professional development activities and performance management activities as required.
12	To undertake other reasonable duties as directed by your line manager

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.

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.

Additional Information

- All Support Staff posts within the Academy are subject to a one year probationary period
- This post is subject to a Disclosure and Barring Service (DBS) 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.

The 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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

1. Good general education including literacy and numeracy skills.

KEYS SKILLS AND ABILITIES

1. Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
2. Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
3. Invigilators are required to confirm their availability in advance of main exam periods
4. Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all time

KNOWLEDGE

1. Knowledge of the schools exams process
2. Knowledge and understanding of working practices in a school or similar environment
3. Working knowledge of ICT

PERSONAL ATTRIBUTES

1. Assertive, able to command confidence and respect among students
2. Self-motivated with drive, initiative and high degree of pro-activity
3. Equitable temperament with ability to remain calm and confident
4. Commitment to working as a positive and constructive team member
5. Commitment to equal opportunities