

# Job Description

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**Job Title:** Invigilator/Reader/Scribe

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**Location:** Cromer Academy

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| <b>Job title</b>      | <b>Invigilator/Reader/Scribe</b>   |
| <b>Salary Scale</b>   | <b>Scale B</b>   |
| <b>Hours of Work</b>  | <b>Casual Hours throughout the school exam periods.</b>  |
| <b>Weeks Worked</b>   | <b>Main period of external examinations in May and June. Alongside internal exams which take place usually in November, and February/March</b> |
| <b>Responsible to</b> | <b>Examinations Officer</b>  |
| <b>Location</b>       | <b>Cromer Academy</b>  |

### **Main purpose of the role**

- To ensure the fair and proper conduct of exams in an environment that enables a student to perform at their best.
- To ensure that exams are carried out in accordance with the rules set out by the examination boards and Cromer Academy
- To be punctual for duty and reliable.

### **Principal accountabilities and responsibilities**

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| <b>Overview</b> | <ul style="list-style-type: none"> <li>• Have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality/security of exam materials.</li> <li>• Adhere to the school's policies and procedures.</li> <li>• Have an extensive knowledge of the exam room guidelines and procedures.</li> <li>• Ensure that the exam room is prepared and allow candidates into the room.</li> <li>• Pick up the examination material prior to the exam.</li> <li>• Maintain the security of the exam materials at all times.</li> <li>• Distribute exam materials.</li> <li>• Help ensure that candidates are informed of exam regulations prior to the exam commencing.</li> <li>• Ensure all candidates are correctly identified.</li> <li>• Ensure candidates have correct papers.</li> <li>• Ensure attendance registers and seating plans are completed.</li> <li>• Ensure candidates who arrive late to an exam are dealt with quickly and according to regulations.</li> <li>• Distribute additional equipment as required.</li> <li>• Deal with candidate queries during the exam.</li> <li>• Supervise students throughout the exam.</li> <li>• Ensure exam conditions are maintained whilst dismissing candidates from their exam.</li> <li>• Report any problems/incidents/emergencies to the Examinations Officer.</li> <li>• Ensure scripts are collected, collated as per instructions and delivered to the Examinations Officer (external exam scripts must NEVER be left unattended).</li> </ul> |
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|                        | <ul style="list-style-type: none"> <li>• Supervise students between exams due to exam clashes.</li> <li>• Fulfil any other duties as can be reasonably expected, and as seen fit, by the Examinations Officer.</li> </ul>                                |
| <b>Specialist Area</b> | <ul style="list-style-type: none"> <li>• Assist with the implementation of agreed Exam Access Arrangements to meet the needs of the students concerned and ensure compliance and integrity of the exams in line with statutory JCQ guidelines</li> </ul> |
| <b>Dress Code</b>      | <ul style="list-style-type: none"> <li>• In order to maintain a professional atmosphere, and to set the right tone for the examination, a smart casual dress code is required - no jeans.</li> </ul>   |

### **Employee commitments**

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### **Performance Management**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### **Context**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

| Person Specification | Essential  | Desirable |
|----------------------|--|-----------|
| Qualifications       | <ul style="list-style-type: none"> <li>• Good numeracy and literacy levels</li> </ul>  |           |
| Skills, Knowledge    | <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work well as part of a team</li> <li>• Methodical with attention to detail</li> <li>• Flexible approach to work</li> <li>• Ability to remain calm under pressure</li> </ul> |           |

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Signature .....

Date .....

Name .....