STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

LEAD EXAM INVIGILATOR

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Assist the Examinations Officer and lead a team of Exams Invigilators in the accomplishment of duties with respect to internal and external examinations, in accordance with all regulations.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Supporting Examinations

1.1 Provide administrative support to the Exams Officer with strategic organisation of exams, including use of Management Information Systems for timetabling.

1.2 Lead the setting-up of examination venues by laying out stationery, equipment, and examination papers in accordance with strict procedures.

1.3 Assist students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues, offering advice and guidance.

1.4 Ensure that students do not talk once inside examination venues.

1.5 Invigilate during examinations, dealing with queries raised by students.

1.6 Deal with examination irregularities in accordance with strict procedures.

1.7 Check attendance during examinations against seating plans.

1.8 Record details of late arrivals and early leavers against seating plans and collect scripts from early leavers.

1.9 Escort students from venues during the examinations as required and supervise students whilst outside examination venues.

1.10 Collect and collate scripts at the end of the examination in accordance with strict procedures.

1.11 Assist with the preparation of script envelopes.

1.12 Supervise students leaving examination venues, ensuring that students do not remove equipment or stationery from the venue without authorisation and ensuring that students leave venues in an orderly and quiet manner.

1.13 Report on incidents or cases of malpractice to the Examinations Officer.

1.14 Assist the Examinations Officer with other examination processes.

1.15 Lead the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.

1.16 Read and scribe as necessary during the exam season.

2 Other Responsibilities

2.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

2.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

2.3 Contribute to the wider life of the Trust and the Star community.

2.4 Carry out any such duties as may be reasonably required by the Trust.

3 Records Management

3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

			Assessed by:	
No.	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview /Task**
ABILITIES, SKILLS AND KNOWLEDGE				
1.	An understanding of examination processes.	**E**	✓	✓
2.	Effective oral/written communication skills.	**E**	✓	✓
3.	Numeracy skills.	**E**	✓	✓
EXPERIENCE				
4.	Experience of working or studying in higher education environment.	**D**	✓	✓
PERSONAL QUALITIES				
5.	Accuracy and attention to detail.	**E**	✓	✓
6.	Flexible approach to work.	**E**	✓	✓
7.	Ability to relate to academic staff and students.	**E**	✓	✓
8.	Ability to work under pressure and to tight deadlines.	**E**	✓	✓
9.	Strong team working skills with the ability to lead others.	**E**	✓	✓
10.	Highest levels of professional and personal integrity.	**E**	✓	✓
11.	Excellent interpersonal skills.	**E**	✓	✓
12.	Personal resilience, persistence and perseverance.	**E**	✓	✓
13.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
14.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
15.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
16.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
17.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓

			Assessed by:	
No.	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview /Task**
18.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
19.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓