



JOB DESCRIPTION

Job Title: Lead Exam Invigilator
Grade: C1 (Fixed SCP 12)
Reporting to: Examinations Officer

Job Purpose:

To support the secure, smooth and compliant running of school examinations. This includes preparing exam rooms and materials, supporting students with SEND access arrangements, maintaining accurate documentation, and ensuring all exams are conducted in accordance with national examination regulations. The role also involves assisting the Exams Officer with administrative tasks, coordinating technology for candidates using word processors or electronic papers, and ensuring the integrity of the examination process from set up to the dispatching of completed scripts.

Responsibilities:

- Organise students calmly and efficiently at the start and end of each exam.
- Provide the correct equipment and materials required for successful completion of the examination.
- Ensure all examinations are conducted in accordance with national examination regulations.
- Maintain vigilance throughout the exam while avoiding any disruption to candidates.
- Report any suspected malpractice immediately to the Examinations Officer.

Main Duties:

- Assist the exams officer by updating the invigilator information sheets which are provided in every exam room.
- Cross reference the SEND spreadsheet with SIMS SEN section and update when appropriate. Also, cross reference this with the exams officer and update any changes/discrepancies.
- Print out seating plans for all rooms for all exams.
- Print out all registers for both SLT and a larger version to be posted daily on the Exam Noticeboard in Student Services.
- Annotate every SEND student on the relevant seating plans by colour coding to indicate their specific needs.
- Complete relevant sections of the Invigilator Record Sheet ready for completion by the invigilators. One of these must be produced for every exam in every room daily.
- Arrive earlier than all other invigilators to log on to the PCs for the students who have a Word Processor as part of their access arrangement. Each PC is logged on to the relevant student ready for them to start their exam.
- Download electronic exam papers for students who are entitled to a reader and ensure headphones are also provided.
- Oversee the seating in the PC rooms so that the student is in the correct seat with the correct paper so once they start typing it will save to the correct area on the network.
- At the end of the exam, take sole responsibility for printing out the student's finished exam. Ensure the student signs this in the appropriate places before collating in order ready for the exams officer.
- Assist with the packing up of the scripts ready for collection by Parcel Force.
- 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.

GORSE

- 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 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.
- 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.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

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.

PERSON SPECIFICATION

| Criteria | Essential/ Desirable |
|---|-------------------------|
| Qualifications | E/D |
| • Grade 4 (C) and above in GCSE English and Mathematics (or equivalent). | E |
| • First Aid at work qualification or willingness to undergo training | D |
| Knowledge and Skills | E/D |
| • Highly organised with good time management skills, including the ability to work to deadlines and able to balance conflicting priorities. | E |
| • IT literate with good familiarity with all Microsoft applications | E |
| • Strong accuracy, organisation and attention to detail. | E |
| • Knowledge and understanding of safeguarding issues and procedures | D |
| Experience | E/D |
| • Administrative experience / experience of working in an office environment | E |
| • Experience in working with young people. | E |
| • Experience of working with students | D |
| Personal Qualities | E/D |
| • Excellent interpersonal and communication skills | E |
| • Good team member with the ability to establish excellent working relationships with staff and students | E |
| • Flexible, adaptable and calm under pressure | E |
| • Understanding of the need for confidentiality and sensitivity. | E |
| • Co-operative, willing, reliable and trustworthy | E |
| • Able to work independently and on own initiative | E |

| Continuous Professional Development | | E/D |
|---|--|------------|
| • Evidence of commitment to Continuing Professional Development | | E |
| Other Conditions | | E/D |
| • Enhanced DBS Clearance | | E |

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.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.