

Faculty/Department Data & Exams	
Job Title:	Invigilator
Post Purpose:	By joining the invigilation team you will become an integral part of the examination process. You will oversee and supervise examinations, supporting the Lead Invigilator and Exams Manager to ensure that guidelines and regulations relating to the integrity and security of the examination are always followed. The work available is on an ad-hoc basis, mostly during May to the middle of July. Additional weeks/days will be available in November, December, January, February and March.
Accountable to:	Exams Manager
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • To assist in the setting up of examination rooms • Follow all instructions given by the Lead Invigilator • To ensure all candidates receive appropriate examination question papers and any related stationary • To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines • To maintain security and confidentiality • To record attendance on the official examination registers • To ensure no inappropriate items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise • To have regular access to an email account in order to view availability of work
General	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.



The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Skills		
Excellent communication skills	E	A/I
Flexibility to start work at 8 am/12.30 pm		
Ability to work as part of a team	E	A/I
A calm and methodical approach to the job and towards the candidates	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Previous experience as an exam invigilator would be beneficial but full training will be provided	D	A/I
Highly organised, able to prioritise the work of the team	E	I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature