

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Lead Exams Invigilator	Location	Milton Keynes Academy
Salary	Grade 5 - £15.10 p/h	Hours	Zero hours contract
Department	Support Staff	Reports To	Exams and Data Officer

JOB PURPOSE:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

KEY RESPONSIBILITIES AND DUTIES:

- To oversee the setting up of examination venues by laying out stationery, examination papers and equipment in accordance with strict procedures.
- To complete examination paperwork, attendance registers, invigilation reports and collation of examination documentation.
- Closely following and enforcing exam procedures and regulations.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examination, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.
- To assist examination staff and Lead Invigilators with other examination processes.
- To notify candidates of exact start and finish times ensuring that efficient timekeeping is maintained and to record all start and finish times in accordance with the examination rules and regulations.
- To contact Exams Officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required.
- To supervise candidates in a quiet and unobtrusive manner.
- To notify the Exams Officer of any disruptions that may occur.

JOB DESCRIPTION AND PERSON SPECIFICATION

- To ensure that exam conditions are maintained until candidates are dismissed.
- To supervise the collection and collate examinations scripts ensuring no documents are left unattended at any time and are promptly packaged and/or delivered to the Exams Assistant responsible for examinations.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, and national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- Ensure that candidates bags/coats/mobile phones are left in the designated location and not next to or with the candidates.
- Supervise all aspects of the exam and remain vigilant throughout.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Equivalent of 4 GCSE subjects at Grade C or above including English and Maths.	• Educated to A Level standard or equivalent.
EXPERIENCE	• Experience of office administration. · Experience of working with children.	• Knowledge of Schools Information Management Systems. • Experience of invigilating examinations.
KNOWLEDGE AND UNDERSTANDING	• Effective organisational skills. • Effective analytical skills. • Ability to communicate effectively, orally and in writing. • Knowledge of Microsoft Excel & Word.	• Previous supervisory experience.
SKILLS AND PERSONAL ATTRIBUTES	• Commitment to quality and continuous improvement. • Accuracy and attention to detail. • Team and customer orientated. • Ability to be organised and work under pressure. • Excellent interpersonal skills. • Willingness to be flexible with working hours to respond to the Academy's needs. • High expectation of themselves and others. • Hard working.	• Can inspire and motivate others to deliver their full potential and achieve goals

JOB DESCRIPTION AND PERSON SPECIFICATION

	• Willingness to participate in further training and developmental opportunities offered by the Academy to improve on their previous best. • Able to work effectively as part of a team and on own initiative with minimum supervision. • A good sense of humour. • Enthusiastic and always positive. • Commitment to uphold the Academy's Equal Opportunities Policy. • Commitment to uphold the Academy's ethos.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.