

Job Family Code	Unique	Role Title	Invigilator
Grade	PS3	Reports to (role title)	Examinations Officer
JE Band	N/A	School	Esher C of E High School
		Date Role Profile created	September 2020
Role Purpose including key outputs		To provide invigilation for internal and/or external examinations in accordance with the school's examinations procedures and policies and the required practices set by national examining bodies. To play a key role in upholding the integrity of the examination process.	
Enlighten learning Trust Work Context and Generic Responsibilities		This role is based at Esher C of E High School part of Enlighten Learning Trust. Enlighten Learning Trust expects all its staff to: • Maintain confidentiality in and outside of the workplace • Be pro-active in matters relating to health and safety and report accidents as required • Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance • To carry out all such other duties as the SLT or your line manager may reasonably direct	
Representative Accountabilities Typical accountabilities in roles at this level in this job family		Preparation • Be familiar with the annual calendar for all exams in which pupils will be involved and knows where and when they will be required to undertake invigilation. • Ensure that the examination area has been correctly set up with required materials and equipment and that seating arrangements and details of the examinations (e.g. exam codes, starting / finishing times etc.) are clearly displayed. Conduct of examinations • Prevent any inappropriate items being brought into the exam room. • Record attendance and be aware of any particular needs that a pupil may have. • Outline orally the regulations which will apply throughout the course of the examination. • Ensure that the conduct and behaviour required in an exam environment are observed by all candidates.	

	• Responsible for the distribution of examination papers and the collection and recording of completed scripts and associated paperwork e.g. WP and Scribe coversheets. Duties for all • Values: To uphold the values and behaviours of the organisation. • Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. • Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. • To have regard to and comply with safeguarding policy and procedures.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Basic numeracy and literacy, e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level. • Clear understanding of the school's examinations policies, procedures and schedules/ timetables. • Able to demonstrate organisational and administrative aptitude. • Able to apply established procedures to given situations quickly and with confidence. • Able to communicate easily and effectively with both young people and adults. • Enjoys working as part of a small, interdependent team responsible for the effective delivery and conduct of the school's examinations programme. The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Esher Learning Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.