

JOB DESCRIPTION

Job Title:	Exams Invigilator	Reporting to:	Examinations Officer
Location:	Jewellery Quarter Academy	Annual salary:	£13.45 per hour

Job Purpose and Responsibilities

- To support the Examinations Officer to ensure that all examination policies and procedures are adhered to.
- To ensure the security of the examinations before, during and after the examination.
- To follow all the statutory routines, procedures, checks and completion of records to ensure the integrity of the examinations.
- To assist with collection, distribution, and accurate logging of secure materials between storage and examination rooms as required.
- To support the setting up and packing away of the examination rooms, including laying out stationery, equipment, and examination papers.
- To supervise students to ensure an appropriate examination room atmosphere for public examinations.
- To escort students to and from assigned seats in accordance with the seating plan.
- To ensure all candidates have an equal opportunity to demonstrate their abilities.
- To prevent possible candidate malpractice.
- To prevent possible administrative failures.
- To maintain accurate records of any incidents which may occur during an examination, and to promptly inform the Examinations Officer of any such events.
- To safeguard the health, safety, and welfare of students in the examination room, including safe evacuation.
- To undertake professional development to support with the provision of access arrangements as required.
- To undertake all other professional development as required.
- To always protect confidentiality, with care paid to mandatory GDPR statutes.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	