



## JOB DESCRIPTION

**POST:** **Lead Examination Invigilator**

**GRADE:** **£13.68 per hour, casual contract**

### Relationships

The post holder is accountable to the Exam Officer in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### Purpose

To supervise examination invigilators and to supervise candidates who are engaged in taking public examinations. The postholder must act strictly in accordance with the regulations set out for the conduct of exams by the Joint Council for General Qualifications and in accordance with academy/exam centre policy for the conduct of internal and external examinations. The post holder will have high expectations of all candidates.

### Main duties & responsibilities

- To supervise the work of examination invigilators ensuring compliance and conduct of exams as laid down by the Joint Council for General Qualifications and in accordance with the academy/exam centre policies.
- To check that the arrangements of the examination room remain in compliance with the regulations. Ensure a clock and start and finish times are on display and can be seen by all candidates.
- To issue the regulatory notices to candidates at the start of the examination.
- To maintain the security of examination papers, materials and candidate scripts whilst in the Examination Invigilator's possession.
- To start, conduct and finish the examination in accordance with the regulations.
- To complete the attendance register and seating plan with due attention to the identification of candidates.
- To supervise candidates with due vigilance during the working of the examination.

- To respond to any questions from candidates about process and procedures.
- To deal with any immediate problems or emergencies according to the academy/examination centre policies or procedures and in accordance with the examination regulations and escort pupils to allocated areas as necessary.
- To collect completed scripts after the examination has ended and return them to the designated place/person.
- To supervise readers/scribes to ensure no unauthorised communication occurs.
- To handle and report incidents of malpractice in line with JCGQ guidelines and academy policies. Write written report as required.
- To assist with administration as requested.

### General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.  
This post is exempt from the Rehabilitation of Offenders Act 1974.**