

Job Description

Exam Invigilator

Reporting to:	Exam Officer / Data Manager / Senior Leadership Team (SLT);
Liaising with:	Pupils / Teachers / Other School Staff;
Grade/Salary:	Band 1 (SCP 2-3)
Hours of work:	Term Time Only – Ad-Hoc

Main Purpose:

The post holder will work under the direction of the examinations officer or senior invigilator where one is appointed.

Duties & Responsibilities:

Specific Responsibilities

- To work in a team of invigilators supervising pupils undertaking school and external examinations in accordance with the legal and school requirements.
- To ensure that they are familiar with the 'Guidance for Invigilators' as provided by the examinations officer and the examination board.
- To ensure appropriate preparation of the exam room as required by the examination board.
- To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To distribute additional paper and/or equipment as necessary.
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute examination papers and associated materials at the beginning of the examination and to collect them at the end in the required order and format.
- To complete the attendance, register for each examination at which they invigilate, together with a seating plan and report absentees as required by the school system,
- To respond to candidates' non-curricular queries in accordance with examination regulations.
- To escort and supervise any candidates who may need to leave the examination room in an emergency,
- To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
- To ensure that any minor behaviour issues are dealt with in line with school policy.

- To report any breaches of the examination code of conduct to the supervising teacher/senior invigilator/examinations officer immediately.
- To ensure that any equipment lent out has been accounted for and that examination room is fully prepared for the next session.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific

Skills & Abilities

The post holder will be expected to always demonstrate the following skills and abilities during the discharge of their duties:

- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.

General

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times;
- Support the Catholic ethos of the Academy;
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Head Teacher;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the Academy;
- Appreciate and support the role of other professionals;

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Exam Invigilator

A. Experience	Essential	Desirable
A minimum of 5 GCSE's (Grade 9-4) or equivalent including English and Maths	A & I	
Experience of working in a supervisory capacity		A & I
Experience of working with young people	A & I	
Experience of working in an educational establishment	A & I	

B. Professional Knowledge and Skills	Essential	Desirable
Ability to set and maintain high standards	A & I	
Ability to prioritise task, manage time effectively and meet deadlines	A & I	
Ability to cope with the pressure of a fragmented day	A & I	
Ability to relate to and work with young people	A & I	
Ability to keep calm under pressure or during unexpected circumstances	A & I	
The ability to work with accuracy and attention to detail	A & I	

C. Personal Attributes	Essential	Desirable
Proven interpersonal and communication skills to work effectively with adults and students	A & I	
Cooperative, friendly and helpful	A & I	
A positive 'can do' attitude	A & I	
Excellent attendance record	A & I	
Flexible approach to work	A & I	
Ability to relate to candidates yet maintain an air of authority	A & I	
Ability to communicate with candidates and members of staff clearly and accurately	A & I	
Ability to work to predetermined instructions	A & I	
Ability to work as part of a team or alone as necessary	A & I	
Effective oral and written communication skills	A & I	

C. Personal Attributes (continued)	Essential	Desirable
Reliability and punctuality	A & I	
Common sense and initiative	A & I	
<u>Must</u> be available to work 3 days a week during exam season	A & I	
Can be available for more than 3 days a week during the exam season	A & I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory) & suitable references	I	