

## Job Description

### Senior Examination Invigilator - Secondary School

<b>Reporting to:</b>	Headteacher/Exam Officer.
<b>Liaising with:</b>	Pupils and the wider school team
<b>Grade/Salary:</b>	Band 3
<b>Hours of work:</b>	Ad hoc during exam periods

#### Main Purpose:

The lead exam invigilator oversees and ensures the integrity of the examination process. This includes leading the deployment and coordination of exam invigilators, assisting the Exams Officer with day-to-day requirements, and maintaining the security of the examination question papers. The lead exam invigilator is responsible for ensuring that exams are conducted fairly and that all students have an equal opportunity to demonstrate their abilities. They also ensure that all students are able to sit exams in a suitable environment and that any necessary security measures are in place

#### Duties & Responsibilities:

- Ensure large exams start on time
- Inform the school office of absentees
- Organise the collection of scripts between invigilators
- Work as part of a team to assist the Examinations Officer in the smooth and efficient running of the examinations.
- Be familiar with the JCQ "Instructions for the Conduct of Examinations", with any other examination requirements specific to individual papers or students, and with other relevant College instructions and procedures, as provided by the Examinations Team.
- To ensure that the Exams Officer is aware in good time of any concerns which may which maybe be in breach of the regulations, in order that the cover arrangements can be adjusted to avoid such issues (e.g. sole invigilation of close relatives or similar).
- To assist in the preparation of the examination room(s) as required.
- To assist in maintaining the security of the examination in accordance with JCQ and Academy instructions and with ensuring that controlled material (e.g. question papers, unused answer booklets or paper, scripts, etc) does not leave the examination room except at the direction of the Examinations Team.
- To assist in admitting the candidates to the examination room(s) in a controlled and appropriate manner and enabling them to find their allocated seats quietly and efficiently.
- To assist with the distribution of question papers, answer booklets and associated materials at the start of the examination as required.
- To assist with the identification of candidates and the accurate completion of registers as directed by the Examinations Team.

- To assist in ensuring that all candidates have the correct examination papers and associated materials before the examination starts and that all candidates are aware of any erratum notices or other special instructions relating to their papers.
- To assist in the efficient timekeeping of the examination(s).
- To supervise the candidates in a quiet and unobtrusive manner to ensure that all regulations are strictly observed.
- To assist with the supervision of any candidate who needs to leave the examination room for any reason before the end of the examination.
- To respond to candidates' queries or requests as helpfully as possible without breaching regulations.
- To distribute additional paper or other permitted materials or equipment as necessary and appropriate within JCQ and The Becket School regulations and policies.
- To assist with ensuring that any candidates present who are entitled to special concessions have the opportunity to make use of those concessions, subject to regulations.
- To ensure that any minor behaviour issues or other breaches of the regulations are dealt with immediately in line with The Academies policy and JCQ regulations; to report any such incident immediately to the Exams Officer and to make a written record of any such incident.
- To ensure that disturbance inside or outside the examination room which might affect the performance of the candidates is reported to the Examinations Team as soon as possible and if appropriate, make a written report of the incident or issue to the Examinations Team as soon as possible after the examination finishes unless otherwise directed.
- Ensure the timely conclusion of the examination.
- To assist with the collection of all scripts, question papers and other materials before any candidates for that paper are released.
- To assist with the controlled and efficient dismissal of any candidates whose examination has finished and whose papers have been collected.
- To deliver batches of completed scripts to the Examinations Team if so requested.
- To assist with supervision of candidates in accordance with examination regulations outside the examination room(s) in the event of an emergency requiring temporary evacuation.
- To assist with supervision of "clash" students between examination sessions if they need to be held incommunicado or escorted to another venue.
- To carry out such other reasonable duties appropriate to this position as may be directed by the Examinations Officer.

#### Security of Exam papers

- Collating and checking papers in secure store
- Assisting in sorting papers into exam rooms
- Collating and checking papers for posting
- To assist with sorting the completed scripts into an order directed by the Examinations Team in preparation for dispatch.

#### Management of Exam invigilators

- Assist with the training of new exam invigilators
- Ensure exam invigilators are aware their exam timetable and exam rooms
- Report any concerns to the exams Officer

#### General

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school and disseminate as required.
- Expenses will be paid in accordance with the Local Conditions of Service.
- Work to promote and apply the schools Safeguarding and Child Protection policy and practices.
- Work to promote and apply the Trust's Equality and Diversity policy and practices.
- The post holder will respect confidentiality issues linked to home/student/teacher/school work and to keep confidentiality as appropriate.
- As a member of staff working in a school setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of pupils.
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school's policies and procedures including Health and Safety.

**Subject to the duration of the need and by negotiation, the special conditions given below apply:**

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty.

*The St Thomas Aquinas Catholic Multi-School 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

### Senior Exam Invigilator

A. Training & Qualifications	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent including English Language and Mathematics to Grade C or above	A	
Commitment to ongoing professional development	A	
First Aid certificate		A

B. Experience	Essential	Desirable
Experience of using IT systems (Word, Excel)	A & I	
Experience of working with children	A & I	
Experience of working in a school or a similar establishment		A
Experience of planning events		A & I
Experience of making contact and dealing with external agencies		A

C. Professional Knowledge and Skills	Essential	Desirable
Good administration, time management and self-motivation skills	A & I	
Able to build and form good relationships with pupils, colleagues and external agencies	A & I	
Excellent verbal communication skills		
Active listening skills		
Skills and expertise in understanding the needs of the pupils	A & I	

C. Professional Knowledge and Skills (continued)	Essential	Desirable
Excellent verbal and written communication skills	A & I	

Ability to work constructively as part of a team, understanding school roles and responsibilities	A & I	
Excellent planning, organisation and negotiation skills	A & I	
Knowledge of school administrative systems	A & I	

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Able to manage own workload	I	
Able to prioritise	I	
Able to show initiative	I	
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
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)	I	

Application (A) | Interviews (I) | References (R)