



EQUITAS
ACADEMIES TRUST



JOB DESCRIPTION

Job Title:	Exam Invigilator
Salary:	£12.65 per hour (inclusive of holiday pay)
Contract:	Casual Part-time, Ad-hoc
Start Date:	Casual
Responsible to:	Exam Manager
Liaison with:	All Teaching and Non-teaching Staff, Administration Team, Senior Leadership Team, Students, Parents / Carers, Trustees, Governors and External visitors

Location:

ASTON MANOR ACADEMY, PHILLIPS STREET, BIRMINGHAM, B6 4PZ

JOB PURPOSE ADMINISTRATION:

TO INVIGILATE SCHOOL EXAMINATIONS.

KEY RESPONSIBILITIES (ADMINISTRATOR):

To support the Office Manager and Administrative team with the following duties:

MAIN DUTIES

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Aston Manor Academy regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

BEFORE EXMAS

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
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EQUITAS
ACADEMIES TRUST



- Deal with candidate questions
- Start exams

DURING EXAMS

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

AFTER EXAMS

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

OTHER TASKS

- Undertake training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the exams manager, for example Centre supervision of exam timetable clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc.
- Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

OTHER

- Take responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible, or with whom you come into contact with.
- Adhere to and ensure compliance with the Trust's Child Protection & Safeguarding Policy at all times.
- If in the course of carrying out your duties within the role, if you become aware of any actual or potential risks to the safety or welfare of children in the Trust you must report any concerns to the School's Designated Safeguarding Lead.
- To undertake any other duties commensurate with the role as required.

HEALTH AND SAFETY

- All employees are subjected to the Health and Safety at Work Act. The post-holder is required to pro-actively comply with their duties as described by the policy and objectives for health and safety.



EQUITAS
ACADEMIES TRUST



SAFEGUARDING AND DATA PROTECTION

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

- Promote a safeguarding culture where all staff understand their responsibilities and feel confident to raise concerns.
- Ensure compliance with statutory safeguarding requirements, including KCSIE
- Work effectively with external agencies to support vulnerable pupils and families
- Always work within the requirements of Data Protection legislation.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture across the Trust.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.



PERSON SPECIFICATION: EXAM INVIGILATOR

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EDUCATION/ QUALIFICATION		A – C grades in English, at GCSE or equivalent.	AF/I
EXPERIENCE <i>(Relevant work and other experience)</i>		Previous experience of invigilating examinations in a school environment A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) Experience in an educational setting	AF/I AF/I AF/T/I
SKILLS AND ABILITIES <i>(Eg Written communication skills, dealing with the public)</i>	Ability to speak fluent and spoken English - post is covered by Part 7 of the Immigration Act (2016) Ability to demonstrate accuracy and attention to details Ability to communicate with candidates and members of staff clearly and accurately Ability to act on own initiative, dealing with any unexpected problems that arise in a calm manner		AF/I AF/I/T AF/I/T AF/I/T



EQUITAS
ACADEMIES TRUST



BEHAVIOURS	Ability to offer reliability and punctuality	Ability to be flexible with work commitments	AF/I
	Good judgement in knowing when to highlight/escalate issues		AF/I
	To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc.		AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust		AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Trust		AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities Evidence of motivation for working with children. Evidence of ability to form and maintain appropriate relationships and personal boundaries with children. Evidence of emotional resilience in working with children exhibiting challenging behaviour. Designated Senior Person training or willingness to be trained.		AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults		AF/I