



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Exam Invigilator

Cottenham Village
College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	Exam Invigilator
Responsible to	Exams Officer
Full time Salary	£13.52 per hour
Pro-Rata Actual Salary	N/A
Working Pattern	Term Time (as and when required)
Pension	Local Government Pension Scheme

ROLE SUMMARY

The Exams Invigilator will support the smooth and efficient running of all Academy examinations, ensuring procedures are followed and students are supported in a calm, secure environment. The role requires a commitment to safeguarding and promoting the welfare of pupils, acting professionally and in line with the Academy's values. You will follow all relevant policies, including those related to child protection, health and safety, confidentiality, and equality, and participate in any necessary training or meetings to support your role.

Support for the Examination Process

- ★ To work with the Examinations Officer to ensure the successful operation of the examinations process in the Academy.
- ★ To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Officer and/or relevant Examination Board.
- ★ To supervise the admission of scholars into the examination room and to help them find their allocated seats quietly and efficiently.
- ★ To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- ★ To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all scholars, is in the examination room and examination board instructions for scholars are displayed in line with legal requirements.
- ★ To ensure any minor behaviour issues are dealt with in accordance with Academy policy, report any breaches of the Examination Code of Conduct to the Examinations Officer immediately and make a record of the problem in the examinations incident book.
- ★ To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.

Support for Scholars

- ★ To supervise scholars in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication, etc, are strictly observed.
- ★ To respond to scholars' queries in accordance with examination regulations.

- ★ To provide scholars with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- ★ To escort and supervise scholars who may need to leave the examination room in an emergency.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Good literacy and numeracy skills	•	
Basic IT skills	•	
Safeguarding and Child Protection training		•
Experience		
Experience of working with young people, in particular 11-16 age group		•
Experience of working in a school environment		•
Knowledge		
Understanding of data protection and confidentiality		•
Knowledge of public examination system		•
Basic understanding of emergency procedures and maintaining a safe exam environment.		•
Professional Skills		
Ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Ability to follow strict procedures and spot irregularities or breaches of exam rules.	•	
Willingness to work collaboratively with other invigilators and exam officers.	•	
Ability to work under pressure and to deadlines	•	
To have a flexible approach to working arrangements, being able to work as and when required	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Maintains a respectful and discreet manner at all times.	•	
Maintains a professional and reassuring presence, especially in high-pressure situations.	•	
Commitment to Diversity, Equality and Inclusion	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	

GENERAL RESPONSIBILITIES

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.

- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org