



JOB DESCRIPTION 2025

Title of Post: School Examinations Invigilator

Line Manager: Exams Officer

Responsible to: Executive Headteacher/ Head of School

Salary Grade: Scale 1.2

JOB PURPOSE

- To support the examinations officer with the administration of examinations and the supervision of candidates to ensure that proper conduct with regard to procedures, expectations and behaviour is adhered to at all times within the exam setting.

CORE REQUIREMENTS

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues and all other stakeholders.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external companies.
- To be adept at personal time management/managing your own workload.
- To be not only proactive but also reactive to the daily demands of the role.
- To be subject to a full DBS check providing relevant identification for this purpose.

KEY RESPONSIBILITIES

The administration support includes duties as commensurate with the role, these duties may include:

- Organising examination seating plans as required.
- Distribution and retrieval of examination papers.
- Reading out examination instructions.
- Recording start and finish times and initiating the start and end of examinations.
- Completing student attendance register.
- Supervise conduct within the examination as defined examination procedures.
- Supervise students within a small examination room setting for those requiring specific exam access arrangements.
- When necessary, escorting candidates to the toilet.
- These duties are not exhaustive and will include other administration duties as required by line manager or other members of staff.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The local governance committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governance committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

- Good communication skills
- Excellent punctuality and reliability
- Effective time management with the ability to work to deadlines
- Ability to work effectively under pressure, prioritising work
- The ability to be both proactive and reactive to changes
- Experience of dealing successfully and diplomatically with staff and students
- Aptitude to adapt to changing circumstances
- Ability to take initiative and accept responsibility
- To maintain professional relationships
- Capacity to listen and follow instructions
- Work effectively as part of a team and at times work independently
- Follow instructions accurately
- High personal expectations
- Awareness of, and commitment to, equalities issues
- Act as a role model for colleagues upholding the standards and expectations of the school vision and ethos, as defined within school policies