

Job Description

Post Title:	Exam Invigilator
Salary:	£15.00 per hour
Reporting to:	Exams Officer
Job Type:	Part Time/Casual
Hours:	Each session is approximately 3 hours

Core Purpose

To oversee and supervise examinations, and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

Key Responsibilities

- Assist in the setting up of examination rooms.
- Ensure students are seated according to the seating plan.
- Ensure all candidates receive appropriate examination question and answer papers.
- Be aware of any needs that candidates may have during an examination.
- Ensure answer scripts are collected in the correct order and are supervised as required until they are delivered to the Exams Officer.
- Ensure candidates comply with the regulations of an examination room as laid out in the JCQ guidelines.
- Maintain security and confidentiality.
- Ensure no inappropriate items are brought into the examination room, such as mobile phones, watches and other devices, revision notes or other paperwork unless told otherwise.
- Ensure all candidates are aware of the pre-exam start information and of any erratum notices that may affect them.
- Observe all candidates once an examination has begun ensuring no malpractice is taking place.
- To undertake, or assist in, any other appropriate duties as may reasonably be requested by the school from time to time to assist with the smooth running of examinations.
- To act as a scribe or reader to students as required. Communication and working with colleagues
- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school.
- To attend training and development sessions when required

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded.

Person Specification

Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
5A*-B grades at GCSE including at least C grade in English and Mathematics		✓
Knowledge and Experience		
Effective oral and written communication skills	✓	
Flexible approach	✓	
Excellent interpersonal skills	✓	
Good organisation and planning	✓	
Ability to relate to students	✓	
Accuracy and attention to detail	✓	
Able to work effectively as part of a team	✓	
An understanding of examination processes		✓
Personal		
Adaptable and flexible	✓	
Reliable and relates well to all stakeholders	✓	
Trustworthy	✓	
A 'can do' attitude	✓	
Patience and sense of humour	✓	
Discretion and confidentiality	✓	