



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Exams Invigilator

Location:

Malcolm Arnold Academy

Job Purpose:

This is a key role in providing support to the Data and Exams Officer in all matters relating to the management of exams.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Data & Exams Officer

Grade:

NJC 3

KEY DUTIES AND RESPONSIBILITIES

Main Responsibilities

- ★ To assist in the setting up of the examination room(s).
- ★ To ensure the correct candidates are in the correct place.
- ★ To maintain security and confidentiality, ensuring that they do not discuss examinations which have been held at the Academy.
- ★ To assist in the opening and distributing of examination papers.
- ★ To ensure candidates have the required stationery/equipment they need in the examination.
- ★ To ensure no inappropriate items are brought into the examination, such as mobile phones, personal stereos, revision notes or other items of stationery unless otherwise notified.
- ★ Ensure late candidates are briefed, seated, and allowed to partake in the examination with minimum disruption.
- ★ To distribute additional paper/equipment as required.
- ★ To respond to any questions candidates may have during the examination but not to assist candidates in their answers.
- ★ To supervise candidates in a quiet and unobtrusive manner.
- ★ To supervise any candidates who may need to leave the room in accordance with examination regulations.
- ★ To supervise 'clash' candidates between examinations.
- ★ Ensure examination conditions are maintained until candidates are dismissed from the room.
- ★ Collect examination papers in attendance register order.
- ★ Ensure examination papers are never left unattended and are safely delivered to the Examination Officer.
- ★ Ensure everything is collected from examination desks.
- ★ Ensure examinations are conducted in accordance with the JCQ instructions booklet and Academy policies and procedures are adhered to.
- ★ To assist candidates with approved access arrangements such as a reader, scribe, prompter.

KEY RESPONSIBILITIES - ALL STAFF

- ★ To support the academy ethos
- ★ To contribute to academy-wide events including curriculum-focused events as part of the year team.
- ★ To support and contribute to the academy's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to always comply with all health and safety policies.
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy 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.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.