

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*In our Trust we will consider requests for **flexible working** at the recruitment stage. For many roles some flexibility is possible. We can't promise to give you exactly what you want, but we do promise to have an open discussion and give careful consideration to your preferences.

Job Title:	Exam Invigilator	School:	Rossett School
Salary Grade:	£13.69 per hour	Working Hours:	Casual
Contract Type:	Casual	Location:	Harrogate

Responsible to: Exams Officer

Role summary: To participate in conducting external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Requirement to occasionally work outside of school hours and off school premises as required by the school.

Role specific responsibilities:

Pre-Examination Room Checks

Ensure that before candidates arrive:

- A reliable, readable clock is visible to all candidates.
- The Warning to Candidates is displayed inside and outside the examination room.
- The Notice to Candidates is displayed outside in a public place.
- The centre number, date, paper references, start/finish times, and exam duration are clearly displayed.
- Seating arrangements prevent candidates from seeing each other's work.
- A signed record is kept of seating and invigilation arrangements for each exam session.
- You are aware of any access arrangements or alternative papers, and that invigilators are briefed accordingly.

Before the Exam Starts

- Check that only official exam stationery is issued – no extra paper, including for rough work.
- Ensure candidates only bring permitted articles, instruments, or materials into the room.
- Confirm that all candidates have the necessary materials to complete the exam.
- Open the exam paper packet and distribute papers to candidates.



- Give clear instructions to ensure candidates understand the exam procedures and expectations.

During the Examination

- Supervise candidates continuously and attentively for the full duration.
- Complete the Attendance Register as per Awarding Body instructions.
- Be familiar with and ready to act in case of emergencies (e.g. fire alarm, bomb alert).

After the Examination

- Collect all scripts, ensuring correct Centre and Candidate Numbers are used.
- After collation, hand scripts to the designated person for despatch to examiners.
- Collect all unused stationery and return it to the Examinations Officer.
- Ensure the exam room is left tidy.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission
Nurturing ambition, delivering excellence and enriching children's lives.

Our Trust Values

- Collaboration**
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals

- We champion learning**
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

RED KITE
LEARNING TRUST



PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
Ability to communicate in a clear and effective manner		
Ability to work flexibly and collaboratively as part of a team as well as individually	*	
Able to use own initiative and motivate others	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Polite and courteous, ability to relate to colleagues and students	*	
Punctual	*	
Reliable and trustworthy, willing to commit to working through examination period	*	
Willingness to be flexible with working hours to respond to the needs of the school	*	
Calm and patient	*	
Ability and willingness upon occasion to carry out some manual lifting of examination stationery	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Good numeracy and literacy skills	*	
Previous experience gained in a school environment and previous Exams/Invigilating experience.		*
GCSE (or equivalent) Maths and English (Grade C/4 or above)		*
Good general education.	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

