

JOB DESCRIPTION

[Chingford Academies Trust](#)

Title of Post:	Exam Invigilator (Casual Contract)
Grade/Pay Range:	Casual Contract £15.00p/h (which includes a holiday enhancement)
Department:	Exams
Reporting to:	Exams and Data Officer

Chingford Academies Trust is seeking responsible and reliable Exam Invigilators to join its Exams and Data Team at Chingford Academies Trust. The Trust comprises of two secondary schools - Chingford Foundation and South Chingford Foundation School.

FACILITIES AND RESOURCES

Exams take place in a range of spaces on each site.

JOB PURPOSE

The Examination Invigilator is responsible for:

- The invigilation of school and public examinations
- The proper conduct of examination sessions in the presence of the candidates
- Being vigilant and supervising candidates at all times to ensure compliancy with exam regulations
- Contributing to the overall ethos, work and aims of the school

MAIN DUTIES / RESPONSIBILITIES

- To establish and maintain good relationships with all students, colleagues and other professionals
- To be aware and keep up to date with information issued by examination board/s and the Exams and Data Team
- To assist in the setting up of exam venues as per examination board requirements
- To assist in the evacuation of the examination room in the case of emergency as per school and examination board policies and procedures
- To report as required, any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
- To give one's whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:
 - To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are

expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined

- To warn candidates that any unauthorised materials must be handed in
- To ensure that only authorised persons are allowed in the exam room
- To ensure that each candidate in the examination room can be observed by an invigilator at all times
- To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour
- To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as medical emergencies
- To collect all scripts, question papers and unused stationery before candidates leave the examination room
- To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including collating papers
- To attend relevant meetings and training sessions as required
- To keep abreast of developments and changes in fields relevant to the role
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Examinations Officer may from time to time reasonably require

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school.

CASUAL CONTRACTS

Please note that this role is:

- casual/as-and-when-required;
- there is no guarantee of work;
- individuals remain free to accept or decline assignments; and
- wherever possible, adequate notice is given of invigilation sessions and any

subsequent changes.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education.' The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education, staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date

**PERSON SPECIFICATION
EXAM INVIGILATOR**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE (English and Maths) to Grade C/4 or above		X
EXPERIENCE		
Experience of working as an Exam Invigilator		X
Experience of working in a school or similar establishment		X
Working across a partnership of schools or across schools within a Multi-Academy Trust setting		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Knowledge of school policies and procedures		X
Good verbal and written communication skills	X	
Good standard of numeracy and literacy skills	X	
Ability to use basic ICT software packages, equipment and other resources effectively		X
Ability to absorb and understand a wide range of information	X	
Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation		X
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Reliable, honest and trustworthy	X	
Initiative and ability to work when under pressure	X	
High standard of punctuality	X	
Self-motivating	X	
Be able to work in an organised and methodical way whilst maintaining a flexible approach to respond to urgent queries	X	
Ability to develop positive relationships with staff, and students	X	
Ability to work with minimum supervision and the ability to follow direction from the Exams and Data Team	X	
Ability to work as part of a team	X	
Recognition of the importance of personal responsibility for Health and Safety	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and	X	

young people		
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.