

Changing Lives Learning Trust

INCLUSION • RESPECT • RESILIENCE • ASPIRATION

JOB PROFILE

POST TITLE:	Examination Invigilator
JOB PURPOSE	To ensure the fair and proper conduct of examinations (both written & computer based) in an environment that enables a student to perform to the best of their ability.
GRADE:	Band B
RESPONSIBLE TO:	Examinations Officer

MAIN DUTIES AND RESPONSIBILITIES

To support the day-to-day operation of examination venues which will include (but is not limited to):

- To assist in the preparation of the examination room ensuring that it meets the JCQ requirements.
- Assisting with setting up for examinations by transporting equipment and examination papers to venues and laying out stationery, equipment and examination papers in accordance with strict procedures.
- Closely follow and enforce exam procedures and regulations.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
- Ensure candidates do not talk once inside the examination venues.
- Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Record details of late arrivals and early leavers and collect scripts from early leavers.
- Ensure that candidates are aware of the start and finishing times of examinations.
- Escort candidates from examination venues during the examinations as required and supervise candidates whilst outside examination venues.
- Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Report any breach of examination rules to the responsible person immediately and the Examinations Officer.
- Assist candidates as appropriate with additional supplies of paper and stationery.
- Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- Assist with the preparation of script envelopes.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.

To assist Examinations staff and Invigilators with other examination processes which may include (but not limited to):

- Packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from examination venues as appropriate.
- Preparation of the seating plans.

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General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Skills and Abilities		
Able to give clear and concise instructions and guidance.	Y	
Able to use initiative and good judgement.	Y	
Good literacy and numeracy skills.	Y	
Ability to follow guidelines and procedures, and able to manage a complex process.	Y	
Ability to work effectively as part of a team.	Y	
Able to use information technology skills for word-processing, databases and spreadsheets.		Y
Equality Issues		
Ability to identify and act on discrimination.	Y	
Knowledge and Skills		
Ability to address health, safety or welfare issues.	Y	

Signed: _____ Date: _____

Print name: _____