

## Exam Invigilator

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

- To oversee and supervise examinations and to ensure compliance with the guidelines and regulations for the integrity and security of the examination papers and procedures during examination sessions.

#### Key accountabilities:

- Preparing the examination room, according to the requirements of the examination board, and Wolfreton School procedures, (distributing papers, and associated materials and to adhere to a seating plan prepared by the Exams Officer)
- Admitting candidates to the room in a quiet and orderly way, and advising them on the possessions permitted in the examination room.
- Assist in the efficient timekeeping of examinations.
- Registering the candidates present in the room, including late arrivals and early leavers, in accordance with the schools procedures, and the exam regulations.
- Conducting the exam according to the Joint Examinations Boards Regulations, by supervising them during the exam session, and dealing with queries raised by candidates. Invigilators must be constantly vigilant when the exam is running and should not do any other task.
- Deal with any minor behaviour issues in line with the Schools policy, reporting any breaches of the exam regulations to the Senior Invigilator/ Exams Officer immediately.
- Escort candidates from the examination venues as required and supervise them whilst outside the venue.
- Maintain the security of the examination papers and/or candidate work before, between and following the examination in line with the exam regulations.
- Ensure that the examination room is clear and tidied for the next session and that equipment is fully stocked.
- Comply with the schools Child Protection and Safeguarding policies and procedures.
- Comply with all other policies and procedures of the school including Data Protection.
- Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

### **About you...**

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

#### **Qualifications and Training**

##### **Essential**

- Awareness and understanding of how a large secondary school operates

##### **Desirable**

- Experience of working in a school environment
- Experience of working with young people
- Previous experience of invigilation

#### **Experience, Knowledge and Skills**

##### **Essential**

- Ability to set and maintain high standards
- Ability to prioritise tasks, manage time effectively and meet deadlines
- Ability to cope with the pressure of a fragmented day
- Ability to work with young people
- Ability to work with accuracy and attention to detail
- Ability to work to predetermined instructions

#### **Values and Personal Competencies**

##### **Essential**

- Excellent interpersonal and communication skills to work effectively with adults and students
- Co-operative, friendly and helpful
- Ability to be flexible and adaptable
- Reliable and punctual

##### **Desirable**

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.