



Exam Invigilator

Alde Valley Academy



Job Description: Exam Invigilator



Reports To: Exams Officer

Direct reports: N/A

Grade: Grade 2, point 4

Role Purpose:

To assist the Exams Officer to ensure the correct running of external examinations in the exam room.

Key Responsibilities:

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Registering the candidates present in the room
- Conducting the exam according to the Joint Examinations Board's regulations and dealing with examination irregularities in accordance to exam procedures
- Collecting papers in candidate order at the end of the exam
- Invigilators must be constantly vigilant when the exam is running and should not do any other task.
- Invigilators are provided with all regulations, necessary papers and seating plan for each exam.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- Invigilators should enjoy working as part of a team and should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.
- If/when needed invigilators are required to scribe for students
- The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.
- This centre requires invigilators to wear "smart" dress to promote a formal atmosphere within the exam room, and soft-soled shoes to avoid distracting noise.
- The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none">• Full JCQ training will be provided	
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none">• An understanding of the examination process• Effective oral/written communication skills	
<p><u>Skills and behaviours:</u></p> <ul style="list-style-type: none">• Excellent organisational skills and attention to detail• Flexible approach to work• Able to deal with difficult situations effectively• Ability to work under pressure and to tight deadlines	
<p><u>Professional development:</u></p> <ul style="list-style-type: none">• Commitment to personal professional development	