

JOB DESCRIPTION

Employment Details	
Job Title	Exam Invigilator
Reports to	Exams Officer
Salary Band	WHFNJC J

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, to ensure that exams are carried out according to the rules set out by the exam board and that allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

Responsibilities
<p>To support the Examinations Officer and other invigilators with the day-to-day operation of examination venues. This activity may include:</p> <ul style="list-style-type: none"> Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures Closely following and enforcing exam procedures and regulations Supervise all aspects of the exam and remaining vigilant throughout Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues Ensuring that candidates do not talk once inside examination venues Report incidence of suspected malpractice to the Lead Invigilator Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures Checking attendance during examinations and ensuring that seating plans are accurate Recording details of late arrivals Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues as directed by Lead Invigilator Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times as directed by Lead Invigilator Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner Assist Lead Invigilator with collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures

To assist Examinations staff with other examination processes. This activity may include:

- Assisting with packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate
- Be available for additional training meetings as required

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. 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 grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:

Issue Date:

Post Holder signature:

Signature Date:

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PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> GCSE C/4+ Maths and English 	<ul style="list-style-type: none"> Willingness to continue personal development as agreed
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> Excellent communication skills Use your own initiative and make decisions quickly Excellent time-management skills Work under pressure and meet deadlines Highly organised Good team player 	<ul style="list-style-type: none"> Previous experience in a school environment Previous experience in similar/same post Engage actively in the performance review process
Specialist Knowledge	
Essential	Desirable
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. Have values that align with the ethos and culture of The White Horse Federation. 	