

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Exams Invigilator	Location	Milton Keynes Academy
Salary	Grade 3:3 - £12.85 p/h	Hours	Casual – 0 hour Contract
Department	Support Staff	Reports To	Exams and Data Officer

JOB PURPOSE:

The individual in this position provides invigilation for examinations at the school. The Exam Invigilator is responsible for collecting the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the Exams and Data Officer at the end of the allocated time. The Exam Invigilator is responsible for the fair and proper conduct of examinations, in accordance with the regulations set out by the examining bodies, in an environment that enables a student to perform at their best

KEY RESPONSIBILITIES AND DUTIES:

- Assist with setting up examination venues by laying out stationery, examination papers and equipment in accordance with strict procedures
- Assist with examination paperwork as required
- Assist candidates prior to the start of examinations by directing them to their seats and advising
- Ensure that candidates bags/coats/mobile phones are left in the designated location and not next to or with the candidates
- Ensure that candidates are aware of the exam conditions, start and finish times, behaviours, retrieving mobile phones etc.
- Ensure that candidates do not talk once inside examination venues
- Issue of exam papers and any other authorised material to candidates, ensuring candidates have the correct papers and that any erratum notices are read out.
- Invigilate during examination, deal with queries raised by candidates and deal with examination irregularities in accordance with procedures
- Support students with access arrangements, which will include scribing and reading for some exams
- Adhere to and enforce exam procedures and regulations
- Complete the attendance register and notifying the Exams Officer of any absentees
- Record details of late arrivals and early leavers and collect scripts from early leavers
- Assist examination staff and Lead Invigilators with other examination processes
- Ensure that efficient timekeeping is maintained and to record all start and finish times in accordance with the examination rules and regulations
- Contact the Exams and Data Officer in the event of candidates raising concerns or difficulties in respect of an examination paper, where a professional judgement may be required
- Supervise candidates in a quiet and unobtrusive manner
- Supervise candidates who leave the exam room in accordance with exam regulations
- Notify the Exams and Data Officer of any disruptions that may occur
- Ensure that exam conditions are maintained until candidates are dismissed
- Check that nothing has been left at the desks and report any graffiti found to the Exams and Data Officer
- Assist with the collection and collation of examination scripts ensuring no documents are left unattended at any time and are promptly packaged and/or delivered to the Exams and Data Officer responsible for examinations
- Maintain confidentiality of information acquired in the course of undertaking duties for the school
- Supervise all aspects of the exam and remain vigilant throughout
- Deal with emergencies in a calm and professional manner and report any concerns to the Exams and Data Officer

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> ● Good standard of education 	<ul style="list-style-type: none"> ● GCSE A-C Grade in English and Maths ● Educated to A Level standard or equivalent
EXPERIENCE	<ul style="list-style-type: none"> ● Demonstrate an understanding of the importance of exam regulations 	<ul style="list-style-type: none"> ● Experience of working in a school environment ● Experience of invigilating examinations
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> ● Ability to communicate information clearly and effectively and to provide assistance to a diverse range of people ● Able to work effectively as part of a team and on own initiative with minimum supervision ● Ability to follow detailed instruction ● Ability to deal with information in a confidential and sensitive manner 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ● Patient and understanding ● Accuracy and attention to detail ● Ability to work under pressure and to tight deadlines ● Excellent interpersonal skills ● Willingness to be flexible with working hours to respond to the Academy's needs ● Commitment to uphold the Academy's ethos ● Commitment to Health and Safety in the workplace 	
SUITABILITY TO WORK WITH CHILDREN	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked</p> <p>Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people</p>	
EQUAL OPPORTUNITIES	<p>Candidates must demonstrate awareness/understanding of equal opportunities</p> <p>Commitment to uphold the Academy's Equal Opportunities Policy</p>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.