

JOB DESCRIPTION

Job Title:

EXAM INVIGILATOR

Location:

CHARNWOOD COLLEGE

Job Purpose:

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during exam seasons.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Data & Exams Officer

Grade:

NJC02 (£11.59/hour + £1.39/hour holiday pay accrual)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ Maintain a calm and supportive environment
- ★ Help organise students at the start and end of each exam
- ★ Provide correct information and material for the successful completion of the exam
- ★ Ensure conduct takes place within the set guidelines
- ★ Whilst not disrupting candidates, remain vigilant at all times
- ★ Refer suspected malpractice to the School Administrator – Data and Exams
- ★ Provide a report of any discrepancy and/or irregularity
- ★ Deal with queries raised by candidates
- ★ Liaise with relevant personnel to support the implementation of the School's pastoral system.
- ★ Ensure the correct exam procedure is being followed
- ★ Mark attendance registers
- ★ Display start and finish times for the exams on display boards
- ★ Deal with any disturbances to the exam
- ★ Be familiar with the School's associated policies and procedures

PRINCIPLE ACCOUNTABILITIES

- ★ To report to the immediate supervisor (or other designated person) any problems relating to student behavior, equipment, materials, whole school related matters.
- ★ To work as a member of a team and contribute positively to effective working relationships within the School.
- ★ To undertake any other reasonable and relevant duties in accordance with the changing needs of the School.
- ★ To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and encourage the students to become more responsible for their own learning.
- ★ To undertake any other reasonable and relevant duties in accordance with the changing needs of the School.

KEY ORGANISATIONAL OBJECTIVES

- ★ The post-holder will contribute to the School's objectives in service delivery by:
- ★ Enactment of Health and Safety requirements and initiatives as directed.
- ★ Ensuring compliance with Data Protection legislation.
- ★ Operating at all times within the School's Equal Opportunities framework.
- ★ Commitment and contribution to improving standards for students as appropriate.
- ★ Acknowledging customer care and quality initiatives.
- ★ Help to implement quality assurance procedures.
- ★ Participate in the School's self-evaluation and review cycle.
- ★ Implement modifications and improvement where required

SUPERVISION OF PEOPLE

- ★ No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students and/or trainees.
- ★ As per delegated by the Principal.
- ★ Supervision of candidates during examinations as delegated by the School Exams and Data Officer.

OTHER DUTIES

- ★ The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Personal and/or professional development training relevant to this post	✓		
★ GCSE grade A* - C (or equivalent) of NCQ Level 2 Maths/Numeracy/English/Literacy/ICT	✓		
Experience			
★ Experience of working in a school environment		✓	
★ Working as part of a team or on own initiative	✓		
★ Good ICT Skills		✓	
Skills and Knowledge			
★ Ability to maintain and promote positive relationships with children	✓		
★ Professional Manner at all times	✓		
★ Excellent interpersonal and organisational skills	✓		
★ Strong numeracy, literacy & ICT skills	✓		
★ Excellent communication skills, both verbal and written	✓		
Personal Qualities and Ethos			
★ Attention to detail	✓		
★ Flexibility, creativity and ability to think laterally	✓		
★ Effective time management skills	✓		
★ Ability to be reflective & self-critical	✓		
★ Initiative & self-motivation	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.