

Role Profile & Person Specification



Job Title:	Examinations Invigilator
Responsible to:	Examinations Officer
Terms and Conditions:	Casual Hours throughout the school examination periods (main period of external examinations in May and June) Scale B

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

The Examinations Invigilator will ensure the fair and proper conduct of exams in an environment that enables a student to perform at their best. They will ensure that exams are carried out in accordance with the rules set out by the Joint Qualification Council (JCQ), the awarding bodies, and The Wensum Trust, and must be punctual and reliable.

Key Areas of Responsibility

- Have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality/security of exam materials.
- Adhere to the Trust's policies and procedures.
- Have an extensive knowledge of the exam room guidelines and procedures.
- Ensure that the exam room is prepared and allow candidates into the room.
- Maintain the security of the exam materials at all times.
- Distribute exam materials.
- Help ensure that candidates are informed of exam regulations prior to the start of the exam.
- Ensure all candidates are correctly identified.
- Ensure candidates have correct papers.
- Ensure attendance registers and seating plans are completed.
- Ensure candidates who arrive late to an exam are dealt with quickly and according to regulations.

We are part of...

WENSUM TRUST

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- Distribute additional equipment as required.
- Deal with candidate queries during the exam.
- Supervise students throughout an exam.
- Ensure exam conditions are maintained whilst dismissing candidates from their exam.
- Report any problems/incidents/emergencies to the Examinations Officer.
- Ensure scripts are collected and collated as per instructions and delivered to the Examinations Officer (external exam scripts must NEVER be left unattended).
- Supervise students between exams due to exam clashes.
- Fulfil any other duties as can be reasonably expected, and as seen fit, by the Examinations Officer.

Safeguarding

- Undergoing regular refresher training to ensure your safeguarding knowledge is as up to date as possible and in line with new guidance.
- Ensuring effective use of reporting and recording systems.
- Uphold statutory and school safeguarding measures at all times. Maintain a professionally curious attitude of 'it could happen here' in every aspect of the role.
- To support the development and monitoring of student awareness of safeguarding.
- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the Trust's procedures for safeguarding and child protection, reporting any concerns to the DSL.

Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Assisting with or undertaking risk assessments relevant to the post.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

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This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Able to gain respect of students through a manner of confidence and authority • Able to work calmly under pressure • Reliable and punctual • Able to respond flexibly to a wide range of different circumstances at short notice • Friendly and approachable • Maintain a professional atmosphere, and set the right tone for the examination • Follow a smart casual dress code – no jeans 	<ul style="list-style-type: none"> • Able to use own initiative and work alone when necessary
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy levels 	
Experience		<ul style="list-style-type: none"> • Work within an education setting • Previous work with young people • Previous invigilation duties
Skills/Knowledge	<ul style="list-style-type: none"> • Good communication skills • Ability to work well as part of a team • Methodical with attention to detail • Flexible approach to work • Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances 	