



Evaluated Role Profile

Job Family Code	Unique	Role title	Exam Invigilator
Grade	S3	Reports to (role title)	Exams Officer and/or SLT
		School	The Howard Partnership Trust
		Date Role Profile was created	Mar-18
Role Purpose	To provide invigilation for internal and/or external examinations in accordance with the school's examinations procedures and policies and the required practices set by national examining bodies. This is a seasonal post with exams taking place during throughout the year, in particular in May and June. You will need to be available from 8.15am for the morning sessions and from 1.00pm for the afternoon sessions. Exams may vary in length from 30 minutes to 3 hours. Training will be provided.		
Duties for All:	<p>Values: To uphold the values and behaviours of the organization and maintain confidentiality in and outside of the workplace.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <ul style="list-style-type: none"> To have regard to and comply with safeguarding policy and procedure as appropriate. 		
Representative Accountabilities	<p>Preparation</p> <ul style="list-style-type: none"> Be familiar with the annual calendar for all exams in which pupils will be involved and knows where and when they will be required to undertake invigilation. Ensure that the examination area has been correctly set up with required materials and equipment and that seating arrangements and details of the examinations (e.g. exam codes, starting / finishing times etc.) are clearly displayed. <p>Conduct of examinations</p> <ul style="list-style-type: none"> Prevent any inappropriate items being brought into the exam room. Record attendance and be aware of any particular needs that a pupil may have. Outline orally the procedures which will apply throughout the course of the examination. Ensure that the conduct and behaviour required in an exam environment are observed by all candidates. Responsible for the distribution of examination papers and the collection and recording of complete scripts. 		

Line management responsibility if applicable	n/a
Budget responsibility if applicable	n/a
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Basic numeracy and literacy, e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level. • Clear understanding of the school's examinations policies, procedures and schedules/ timetables. • Able to demonstrate organisational and administrative aptitude. • Able to apply established procedures to given situations quickly and with confidence. • Able to communicate easily and effectively with both young people and adults. • Enjoys working as part of a small, interdependent team responsible for the effective delivery and conduct of the school's examinations programme. • Satisfactory Enhanced DBS clearance will be required.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

THPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

THPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.