

## Job description

<b>POST:</b>	<b>Examinations Invigilator</b>
<b>ACCOUNTABLE TO:</b>	<b>Examinations Officer</b>
<b>ACCOUNTABLE FOR:</b>	<b>None</b>
<b>GRADE/LEVEL:</b>	<b>Casual Contract</b>
<b>HOURLY PAY RATE:</b>	<b>£8.45 per hour</b>
<b>HOURS PER WEEK:</b>	<b>As and When Required</b>
<b>REQUIREMENT:</b>	<b>The main summer examinations start in mid-May and run until the end of June. We would also require support for mock examinations which are held regularly throughout the academic year, starting in December.</b>

**CORE PURPOSE:** To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hillsview Academy instructions. To play a key role in upholding the integrity of the examination/assessment instructions.

**JOB DESCRIPTION:** The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

### SPECIFIC RESPONSIBILITIES:

#### Before Examinations

- To report to and be briefed by the examinations officer prior to each examination session
- To keep confidential exam papers and materials secure before, during and after examinations
- To ensure examination rooms are set out according to the instructions
- To admit candidates into examination rooms
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

#### During Examinations

- To supervise and observe candidates at all times and be vigilant throughout examinations
- To keep disruption in examination rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities to the Lead Invigilator
- To deal with candidate questions according to the regulations

#### After Examinations

- To instruct candidates in finishing their examinations and to collect examination scripts
- To dismiss candidates from the examination room
- To securely return all exam scripts and exam materials to the examinations officer

#### Other Duties:

- To attend training, update or review sessions as required

- To undertake, where required and where able, other duties requested by the examinations officer, for example
  - supervision of clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)

### **RESPONSIBILITIES APPLICABLE TO ALL SUPPORT STAFF ROLES:**

- To work within the Academies Enterprise Trust (AET) Conditions of Service
- To support the aims, policies, procedures and ethos of the Academy and the AET
- Undertake appropriate staff training and development activities
- Safeguard the welfare of children in the Academy
- Work safely and co-operate with health and safety procedures
- To create and maintain good working relationships among all members of the Academy community
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Undertake whatever duties might be reasonably requested by the Principal, Members of the Academy Leadership Team or Line Manager

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Hillsview Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher/Business Manager.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters

### Person specification

The post-holder will be able to demonstrate the following:

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Experience is not essential, as training will be provided. However applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.</li><li>• Safeguarding (Child Protection) training <b>(desirable)</b></li><li>• Recent and relevant experience of working with children within an education setting, within a specified age range/subject area <b>(desirable)</b></li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Ability to work effectively within a team environment</li><li>• Effective communication skills</li><li>• Ability to maintain confidentiality</li><li>• Ability to manage behaviour of children in a positive and supportive manner</li><li>• Knowledge of Safeguarding (Child Protection) <b>(desirable)</b></li></ul>
<b>Attributes &amp; Qualities</b>	<ul style="list-style-type: none"><li>• Friendly, approachable and professional manner</li><li>• Calm approach</li><li>• A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy</li><li>• Ability to be a confident and reassuring presence to candidates in the examination rooms</li></ul>