



## Wootton Academy Trust

### Job Description

### Exams Invigilator

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Purpose:</b> <b>Job Title:</b> <b>Location:</b> <b>Reporting Line:</b> <b>Hours:</b>	To facilitate the smooth running of examinations in accordance with JCQ regulations Invigilator Wootton Upper School and Kimberley College Examinations Officer Casual – as required
<b>Line management responsibility for:</b>	N/A
<b>Principal Accountabilities/ Responsibilities</b>	<b>Main duties and responsibilities:</b> <ol style="list-style-type: none"> <li>1. To help lay out examination papers and other materials as required</li> <li>2. To help organise students at the start and end of each examination</li> <li>3. To ensure that the conduct of the examination takes place within the guidelines set down by JCQ.</li> <li>4. To support candidates throughout the duration of the examination with requests for additional paper, toilet breaks etc.</li> <li>5. To be vigilant in your supervision of the students in the examination in case of malpractice, reporting any concerns immediately.</li> <li>6. To attend all essential training courses.</li> </ol> <b>General duties and responsibilities:</b> <ol style="list-style-type: none"> <li>1. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.</li> <li>2. To undertake further training as required.</li> <li>3. To undertake any other duties of a similar level and responsibility as may be required</li> <li>4. Wootton Academy Trust requires that all staff receive Safeguarding training, and have read and strictly adhere to the Trust's Safeguarding &amp; Child Protection Policy.</li> </ol>

You may also be required to undertake such other comparable duties as the Trust requires from time to time.



Person Specification		
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Good Standard of education	GCSE English and Mathematics at Grade c or above
<b>Experience</b>		Previous experience in a similar post  Previous experience of working in a school environment
<b>Knowledge &amp; Skills</b>	Ability to work as a member of a team and independently  Ability to work under pressure at times  Ability to communicate confidently with staff and students  Ability to main confidentiality	Knowledge of the examination procedures
<b>Personal competencies and qualities</b>	Willingness to be flexible  Trustworthy and reliable  Good sense of humour	