



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Exam Invigilator		
Base:	Small Heath Leadership Academy		
Reports to:	Examinations Officer	Salary:	£8.54 per hour

JOB PURPOSE SUMMARY:

To assist the Examinations Officer in the accomplishment of duties with respect to internal and external examinations, in accordance with all regulations.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
2. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues; offering advice and guidance to unregistered candidates without allocated seats
3. Ensuring that candidates do not talk once inside examination venues
4. Invigilating during examinations, dealing with queries raised by candidate
5. Dealing with examination irregularities in accordance with strict procedures
6. Checking attendance during examinations
7. Recording details of late arrivals and early leavers and collecting scripts from early leavers
8. Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
9. Collecting and collating scripts at the end of the examination in accordance with strict procedures;
10. Assisting with the preparation of script envelopes
11. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
12. Reporting on 'incidents' or cases of malpractice
13. Assisting Examinations Officer with other examination processes
14. Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate

15. Assisting with the preparation of seating plans
16. Delivering scripts to departmental and School offices

OTHER INFORMATION

- 1.1 Invigilators will be required to report at least 30 minutes before the start of the exam session.
- 1.2 Invigilators should enjoy working as part of a team.
- 1.3 Invigilators should have an interest in working in a school environment and in supporting our students at this challenging time in their school career.

This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

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			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
ABILITIES, SKILLS AND KNOWLEDGE				
1.	An understanding of examination processes	D	✓	✓
2.	Effective oral/written communication skills	E	✓	✓
3.	Numeracy skills	E	✓	✓
EXPERIENCE				
4.	Experience of working or studying in higher education environment	D	✓	✓
PERSONAL QUALITIES				
5.	Accuracy and attention to detail	E	✓	✓
6.	Flexible approach to work	E	✓	✓
7.	Ability to relate to academic staff and students	E	✓	✓
8.	Ability to work under pressure and to tight deadlines	E	✓	✓