



Wootton Academy Trust

Job Description

Exams Invigilator

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

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
Qualifications	Good Standard of education	GCSE English and Mathematics at Grade c or above
Experience		Previous experience in a similar post Previous experience of working in a school environment
Knowledge & Skills	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
Personal competencies and qualities	Willingness to be flexible Trustworthy and reliable Good sense of humour	