

JOB DESCRIPTION

JOB TITLE: EXAM INVIGILATOR

LOCATION: KIRK HALLAM COMMUNITY ACADEMY

LINE MANAGER: EXAMINATIONS MANAGER

JOB GRADE: Grade 4 point 8 £8.14 - £8.37 per hour (Enhanced to £8.45 for Living Wage Allowance subject to annual review)

HOURS OF WORK: Dependant on mock/examination timetable

The post holder is required to advance and execute the academy's objectives, policies and procedures so that:

- Teaching and learning are of the highest possible quality and all students make expected progress or better
- Members of the academy community support and care for each other
- Students learn in an ordered and secure environment

JOB OBJECTIVE

To assist with the organisation, and facilitation of a smooth examination process, contributing towards the overall smooth running of the academy.

MAIN DUTIES AND RESPONSIBILITIES

- To assist with the setting up of examination rooms, ensuring candidates can easily find their seats, equipment is available and papers are ready to distribute.
- To direct candidates to their seats, advising them about possessions permitted in the examination venue.
- To distribute question papers and examination materials as required
- To maintain a register of attendance in examinations, recording details of candidate absence as directed.
- To maintain a register of attendance in examinations and recording details of candidate absence as directed.
- To collect examination scripts as directed, collating and checking these against official attendance registers.
- To provide sole invigilation duties for candidates with additional assessment needs.
- To supervise candidates before, during and after the examinations, maintaining silence and ensuring that there are no infringements of examination regulations.
- To maintain the integrity and security of examinations in accordance with internal procedures and Awarding Body regulations.
- To participate in staff development and training activities as required. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the designated/deputy designated safeguarding lead or your line manager as appropriate.

Whilst every effort has been made to explain the duties and responsibilities of the post, each

individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

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 constructed.
3. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the holder of the post.

This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

PERSON SPECIFICATION FOR THE POST OF EXAM INVIGILATOR

	Essential	Desirable
Qualifications		Achieved at least GCSE Level
Experience	Experience of busy work/academy environment	Experience of working in a secondary academy
Skills	Excellent organisational skills A flexible approach to work Ability to work under pressure Accuracy and attention to detail Ability to work on own initiative and problem-solve Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Effective oral and written communication skills Ability to work to predetermined instructions Ability to work as part of a team or alone as necessary Ability to keep calm under pressure or during unexpected circumstances Ability to judge when a decision is not yours to make Ability to be firm but fair at all times	

Other	Reliability Punctuality Tactful and understands confidentiality Common sense and initiative Keen to undertake training and develop skills Committed to equal opportunities	
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