

Job Description – The Leigh UTC

Main Purposes:

- To administer exams in accordance with the regulations
- To ensure confidentiality of exam papers before, during and after an exam
- To help create the best environment for candidates to achieve to their full potential
- To provide information to candidates

Key Responsibilities:

- Setting out examination desks with question papers and related stationery
- Supervising the orderly entry and exit of candidates to the examination room
- Reporting any absentees to the Lead Invigilator/Exams Officer
- Invigilation of candidates during the examination
- Escorting candidates to the toilet, school office or medical room
- Supervision of candidates during rest breaks or due to examination clashes
- Reporting any irregularities or misbehaviour to the Lead Invigilator/Exams Officer
- Collection of examination scripts and related stationery
- Completing the attendance register and checking all scripts have been collected.
- To ensure that all school health and safety matters are adhered to
- Any other duties as required by the Exams Officer

This is not necessarily a comprehensive list and may vary according to the type of examination being conducted.

Essential Skills:

- Reliability, punctuality and a flexible approach to work
- Ability to relate to candidates yet maintain an air of authority
- Ability to be firm, fair and impartial at all times
- Ability to work as part of a team and alone if necessary
- Accuracy and attention to detail
- Ability to keep calm under pressure and when faced with unforeseen circumstances
- Common sense and initiative
- Ability to judge when a decision is not yours to make
- Ability to communicate with candidates and members of school staff clearly and accurately
- Ability to work to strict instructions
- Effective oral and written communication skills
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- The postholder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.

REMEMBER: *Be firm but kind*

Students are under a lot of pressure during examination periods – achieving good results is important for their progression. Please be aware of how they may be feeling. A smile from you could make all the difference to a student's stress level.

Any unacceptable behaviour from any student should be reported immediately to the Lead Invigilator/Exam Officer

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and

grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The 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. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. 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.

Signed : Date:
Employee