**JOB PROFILE**

**Invigilator**

**Responsible to:** Examinations Officer

**Responsible for:** Students in exams/Potentially leading a team of Invigilators in an exam

**Hourly Pay rate:** £ per hour (plus % per hour in lieu of annual leave)

**Key relationships:** Examinations Officer, Students, Key staff members

**Location:** The Skinners’ Kent Academy

**1 Job purpose**

The role of the invigilator is to ensure that examinations are conducted according to the Joint Council for Qualifications (JCQ), Awarding Body and Skinners’ Kent Academy Regulations and Instructions in order to:

a) ensure all candidates have an equal opportunity to demonstrate their abilities;

b) ensure the security of the examination before, during and after the examination;

c) prevent possible candidate malpractice;

d) prevent possible administrative failures

**2 The Position**

The role is offered on a part-time, claims paid basis with a zero hours contract.

Sessions run as follows, however, exact finish times will vary greatly depending on the length of the exam/s within each session:

* AM: 8am - 1pm
* PM: 1pm - 5pm

The invigilator is paid for hours worked within a session, the average being approximately 2.5-3hrs.

Number of sessions offered will be dependent upon availability and will vary according to the needs of any given session/season.

A minimum availability of three sessions per week during peak exam periods, is required

**3 Key responsibilities**

* To participate in conducting external and internal (PPE) examinations, ensuring strict compliance with all JCQ, Awarding Body and Skinners’ Kent Academy Rules and Regulations.
* To maintain at all times the integrity and security of the examination/assessment process whilst ensuring the safety and welfare of all students in examinations.
* To facilitate Access Arrangements for candidates during examinations, for example, to act as a reader or prompter (full training will be provided)

**Detailed job description**

**1 General requirements**

* Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
* Invigilators are required to confirm their availability in advance of main exam periods
* Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
* Understand and apply Academy policies
* Adaptable and flexible in approach to the work
* Self motivating
* Prepared to attend meetings outside of office hours
* Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

**2 Before Exams**

* Report to and be briefed by the exams officer prior to each exam session
* Keep confidential exam question papers and materials secure before, during and after exams
* Ensure exam rooms are set up according to the requirements
* Admit candidates into exam rooms under formal exam conditions
* Identify candidates and seat candidates according to the required arrangements
* Distribute the correct question papers and exam materials to candidates
* Instruct candidates in the conduct of their exams
* Deal with candidate questions according to the regulations
* Start exam

**3 During Exams**

* Supervise and observe candidates at all times and be vigilant throughout exams
* Keep disruption in exam rooms to a minimum
* Deal with emergencies or irregularities effectively
* Record/report any incidents, disruption or irregularities
* Complete attendance registers
* Deal with candidate questions according to the regulations

**4 After Exams**

* Instruct candidates in finishing their exams and collect exam scripts and all exam materials
* Deal with candidate questions according to the regulations
* Dismiss candidates from the exam room
* Check candidates’ names on scripts, match the details on the attendance register
* Securely return all exam scripts and exam materials to the exams officer

**5 Other Tasks**

* Undertake training, update and review sessions as required
  + Undertake, where required and where able, other duties requested by the exams officer, for example centre supervision of exam timetable clash candidates between exam sessions
  + other exams-related administrative tasks including maintaining question paper security by supporting the ‘second pair of eyes check

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| **Criteria** | **Essential** | | **Desirable** |
| **Qualifications** | * Level 2 English and Mathematics qualification (GCSE A\*-C or equivalent) | |  |
| **Key Skills & Abilities** | | * Ability to communicate with candidates and members of staff clearly and accurately * Ability to work as part of a team or independently, as necessary * Ability to demonstrate effective oral and written communication skills * Ability to demonstrate strong organisational skills * Ability to demonstrate excellent interpersonal skills * Ability to use initiative in dealing with any unexpected problems that arise, adhering strictly to regulations and prescribed protocol |  |
| **Knowledge** |  | | Basic IT Skills |
| **Experience** |  | | 1. Experience working with young adults |
| **Personal Attributes** | * Ability to demonstrate a flexible and professional approach to work * Conscientious, reliable and punctual * Diligent with a keen attention to detail * Ability to keep calm under pressure or during unexpected circumstances * Ability to take instruction and demonstrate common sense * Ability to be firm but fair at all times * Willingness to participate in in-house training for the role * Willingness to maintain discretion and confidentiality on all school matters * Willingness to adapt and learn new skills and systems | |  |

**PERSON SPECIFICATION**