



**Guru Nanak Sikh Multi 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**

## **Job Description**

### Lead Exam Invigilator

### Line Manager: Exams Officer

### Job Description

#### Purpose of job:

- To be responsible for the effective co-ordination of exams within the examination room.
- To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best.
- To ensure accurate timing of examinations/tests.

### Responsibilities and Tasks

#### Key Responsibilities

- ❖ Lead responsibility for co-ordinating all the exam arrangements within the examination room, delegating where appropriate to other invigilators
- ❖ Support the development of other Invigilators and act as mentor when required
- ❖ Ensure security between exams in the same session i.e. breaks between units must be supervised
- ❖ Record any incident that may occur on an incident sheet – provide times and full details of latecomers, any candidates who become ill or any other disruptions.
- ❖ Return completed scripts and materials to the Examinations Manager in the exams office
- ❖ Communicate examination procedures and conditions to pupils clearly and oversee behaviour
- ❖ Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions
- ❖ Notify candidates of the start and finish times of the examination
- ❖ Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures
- ❖ Distribute additional paper and equipment as required
- ❖ Collect examinations papers from the candidates at the end of the examination
- ❖ Attend the exams office 45 min. prior to the commencement of the exam in order to be thoroughly briefed by the Examinations Manager and to collect all materials required for the exam
- ❖ Organise the supervision of candidates involved in clashes / timetable modifications – ensuring that they do not leave the examination room at any time unaccompanied
- ❖ Ensure the accurate timing of the examination
- ❖ Complete and sign Attendance registers
- ❖ Complete seating plans (once the exam is underway)
- ❖ Supervise the finish of each exam and collection of papers

#### General

- ❖ To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

#### Equal Opportunities

- ❖ The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

#### Health & Safety

- ❖ In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- ❖ Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- ❖ Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.
- ❖ To be committed to safeguarding and promote the welfare of
- ❖ children, young people and adults, raising concerns as appropriate.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*



# Person Specification

## Lead Exam Invigilator

### Line Manager: Exams Officer

1. Knowledge and Experience	Essential	Desirable
Basic understanding of exam rules and procedures	✓	
Must be able to get to the examination halls on time and be punctual and reliable.	✓	
Must be able to commit themselves to working throughout the examination period; specific times or days may be excluded due to other commitments but this must be made clear at the time of application per season and confirmed prior to the shift allocation process	✓	
A good understanding of the examination process, regulations and protocol, and able to deal with difficult or urgent situations	✓	
2. Skills & Knowledge	Essential	Desirable
The ability to communicate fluently with adults and children in English	✓	
The ability to work as part of a team and work under own initiative	✓	
The ability to follow instructions	✓	
The ability to guide and supervise the children	✓	
3. Personal Qualities	Essential	Desirable
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	
Patient, tolerant, sympathetic and, fair but firm	✓	
Enjoy being with children	✓	
Hardworking and conscientious	✓	
A willingness to be flexible	✓	
A respect for confidentiality	✓	