

Job Description

Post title:	Senior Invigilator
Grade:	£9.43 per hour (+ holiday pay paid termly in arrears)
Reports to:	Examinations Officer
Position:	Casual hours

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the Post

To lead the team of invigilators in conducting external examinations for students, ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to and met at all times.

Main Duties and Responsibilities:

- Support the Exams Officer in ensuring that the examination room meets exam board requirements in advance
- Open and issue the correct examination papers.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do
- Ensure that a signed record is kept of the seating and invigilation arrangements for every examination
- Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss
- Supervise the candidates throughout the whole examination, and give complete attention to this duty
- Collect and collate all scripts, making sure that candidates have used their correct centre and candidate number, and check that no scripts are missing
- To know the actions to be taken in the event of an emergency.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures and guidelines.

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Experience, knowledge and understanding			
Experience of working with young people		✓	App Form Interview
Personal attributes and qualities			
Good communication and interpersonal skills	✓		App Form Interview References
Ability to issue instructions to a wide range of examination candidates in a confident manner	✓		
The ability to ensure students comply with examination regulations and conditions	✓		
Good organisational and time management skills	✓		
Ability to pay attention to detail	✓		
The ability to work independently as well as part of a team	✓		
The ability to adapt and be flexible	✓		
Ability to keep calm under pressure or during unexpected circumstances	✓		
Ability to work to predetermined instructions	✓		
Ability to judge when a decision is not theirs to make	✓		
Reliability and punctuality	✓		
The ability to invigilate for several hours at a time if required	✓		
The ability to both patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to monitor the conduct of students	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Interview Pre-employment checks
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		