

Academies Enterprise Trust

**Job Description**

**Job Title:** Exam Invigilator

**Location:** Maltings Academy & New Rickstones Academy

**Hours of work:** Casual

**Reports to:** Exams Officer

**Purpose of the Role:**

Under the direction of the Exams Officer and in accordance the Joint Council for Qualifications (JCQ) Regulations, for examinations, to implement examination procedures and ensure the proper conduct of examination candidates

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

**Exam Invigilator**

1. To hand out appropriate question papers to candidates.
2. To read out examination instructions and instruct candidates to begin examinations.
3. To record examination start and finish times.
4. To complete attendance register and seating plan as required.
5. To lay out and collect candidate cards.
6. At the end of the examination, to collect candidate question papers in accordance with instructions.
7. To instruct candidates when they are permitted to leave the examination room and ensure their proper conduct while outside the room. To escort candidates to the toilet where absolutely necessary.
8. To ensure silence in the examination room and avoid disruption.
9. To ensure that all candidates comply with any instructions
10. To walk around the examination room, ensuring no candidate has forbidden items and removing any found.
11. To ensure that candidates do not converse, signal, or otherwise communicate with each other. To record any incidents and report these to the Senior Invigilator, Exams Officer or other appropriate person.

**General**

1. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
2. To ensure that all duties and services provided are in accordance with the academy’s Equal Opportunities Policy
3. To attend required meetings and training (including completion of online training courses).
4. To access academy email account on a regular basis (including completion of online training and update forms)

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It is what motivates us around here. We know this vision requires something extra. Which is why at AET, you will find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we are inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

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 construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher/Head of Academy.
5. 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.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

September 2019

**Please sign and return one copy to Human Resources and keep one copy for your records.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

**Job Title: Exam Invigilator**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | n/a |  |
| **Knowledge****/Experience** | Specific knowledge/experience required for the role | * Experience of following procedures and protocols
 | * Experience of working with children and/or in a school
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| **Skills** | Line management responsibilities (no.) | n/a |  |
| Forward and strategic planning | * Ability to plan own work on a daily basis
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| Budget (size & responsibilities) | n/a |  |
| Abilities | * Ability to follow a schedule to deadlines
* Ability to resolve problems independently and use initiative
* Good communication skills with ability to use clear language to communicate information unambiguously
* Ability to stay calm under pressure
* Ability to work effectively as part of a team
* Ability to build and maintain effective relationships with others
* Ability to provide excellent customer service
* Patient and sensitive approach to working with individuals who may require additional support
* Good IT Skills
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| **Personal Characteristics** | Behaviours | * Demonstrate a commitment to equality
* Commitment to Academy aims, ethos & vision
 |  |
| Values | * Ability to demonstrate, understand and apply our values
	+ Be unusually brave
	+ Discover what’s possible
	+ Push the limits
	+ Be big hearted

 |  |
| **Special Requirements** |  | * Enhanced Disclosure & Barring Service Check
* Right to work in the UK
* Evidence of a commitment to promoting the welfare and safeguarding of children and young people
* Availability throughout the year to cover key exam periods.
* Able to start work at 8am.
* Willing to undertake appropriate training courses
* Must be able to access academy email account on a regular basis (including completion of online training and electronic update forms when issued)
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