

## School 21 Job Description: Lead Invigilator

Responsible to:	Examinations Officer
Start date:	Casual contract (as agreed with the Examinations Officer)
Salary:	£15 per hour (including 12.07% holiday pay)
Job purpose:	<p>We are looking for a highly organised, hard working and reliable lead invigilator to play a role under the auspices of the Governing Body/Headteacher and under the overall direction of the Examinations Officer in enhancing the examination process for all students in the school through upholding the integrity of the internal and external examinations.</p> <p>To lead the team of invigilators in conducting internal and external examinations for students, ensuring that all regulatory requirements and school policy and procedures for the conduct of examinations are strictly adhered to and met at all times.</p>
Overall accountability	<ul style="list-style-type: none"> <li>• The Lead Exam Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates and fellow invigilators.</li> <li>• To uphold the integrity of the external examination process.</li> <li>• To be able to take responsibility and demonstrate leadership through the fair delegation of tasks amongst invigilators and make decisions regarding the examination process.</li> <li>• To ensure all internal exams are conducted to the Joint Council for Qualifications standards.</li> </ul>
Main duties and responsibility	<ul style="list-style-type: none"> <li>• Ensure all candidates have an equal opportunity</li> <li>• Maintain integrity of exams by giving all your attention to conducting the examination properly</li> <li>• Observe all candidate's in the room at all times</li> <li>• Ensure exams security before, during and after the exam</li> <li>• Prevent possible candidate malpractice</li> <li>• Prevent possible administration failures</li> <li>• Assist the Exams Officer in preparing for examinations</li> <li>• Inform the Exams Officer or Headteacher if you are suspicious about any malpractice or administration failures to be dealt with correctly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify and register candidates</li> <li>• Ensure that examination conditions continue throughout extra time</li> <li>• Supervising candidates during rest and clash breaks</li> <li>• Maintain a visible, professional and high profile within the school</li> <li>• Ensure the correct procedures are followed for the end of the exam and candidates are dismissed appropriately</li> <li>• Ensure that all exams scripts and other materials are returned securely to the Exams Officer and stored safely.</li> <li>• To continue personal development and to engage actively in the appraisal process</li> <li>• To undertake other duties as directed by the Headteacher</li> </ul>
Qualifications and Experience	Experience of working as an invigilator (Desirable)
Knowledge and skills	<p><b>Skills/Professional Qualities:</b></p> <ul style="list-style-type: none"> <li>• The ability to use ICT effectively</li> <li>• The ability to work with children and to manage behaviour</li> </ul> <p><b>Leadership/Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• Commitment to supporting the School's ethos</li> <li>• Always prepared to put the students' needs first</li> <li>• Ability to be flexible and enthusiastic</li> <li>• Ability to listen and effectively communicate and negotiate with a variety of audiences</li> <li>• Diplomatic with the ability to develop and maintain effective relationships</li> <li>• Ability to act quickly and sensitively under pressure</li> <li>• A team player respected by others</li> <li>• Ability to manage workload appropriately</li> <li>• Able to keep calm in difficult situations, can deal with stress and absorb pressure</li> <li>• Open and constructive, accepting of feedback and always willing to learn</li> <li>• Energetic and enthusiastic with an excellent sense of humour</li> <li>• A 'can do' positive approach</li> <li>• Excellent attendance and punctuality record</li> <li>• Awareness of and commitment to Equal Opportunities issues; a commitment to working in a multi-cultural environment and with students from diverse backgrounds</li> </ul>