



Academies Enterprise Trust

Job Description

Job Title:	Exam Invigilator
Location:	Kingsley Academy
Hours of work:	Ad hoc
Reports to:	Exam Officer

Purpose of the Role:

The individual in this position provides invigilation for external examinations at the school. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Responsibilities:

Duties and Responsibilities

- To have an understanding of and commitment to maintaining the appropriate standards of
- Confidentiality/security of examination materials.
- To adhere to the academies policies and procedures
- To report/communicate any problems/incidents/emergencies to the examinations officer.

Before the Examination

- Tidy and straighten exam desks.
- Anti - wobble and tag exam desks.
- Check seating tickets are in place on desks
- Setting out examination materials on desks
- Check clocks are at start time
- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures

Entry of Candidates

- Supervise entry of candidates along corridors and into hall in silence.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Visual check on candidates to ensure that they do not have any unauthorised items on them
- Ensure candidates do not open or write on the papers on their desks.
- Ensure that candidates do not talk once inside the examination room

Start of Examination

- Prevent candidates arriving late from entering hall and supervise them outside.
- Maintaining the record and reporting any late arrivals to the Exams Manager.
- Supervise candidates during the starting announcements.

During Examination

- Invigilate candidates by slowly walking up and down the rows.



- Supplying supplementary paper to candidates.
- Escorting candidates from the examination room during the examinations as required, and supervising candidates whilst outside the examination venue.
- Dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;

End of Examination

- Supervising hall and corridor to ensure silence on dismissal.
- Ensuring candidates do not leave hall with exam papers or stationery.
- Collecting and collating scripts at the end of the examination in accordance with strict procedures;
- Sorting completed scripts into candidate number order.
- General tidying up after candidates have left.

Other duties

- Supervising candidates with examination clashes over the lunch period.
- Invigilating individual candidates with extra time in small examination rooms.
- Corridor supervision.
- Invigilating in specialist examination rooms i.e. Music, Drama, Media, Physics Practical
- Conducting the Modern Language Listening Examinations – training provided for this.
- General sorting or checking of examination papers/stationery.
- Checking completed scripts for candidate details
- Putting up/removal of examination notices.

Working Time

- Morning Session - 8:30 am to 11:30 am – Afternoon Session – 1:00 pm to 4.00 pm
- Negotiated earlier starts or extensions to 5:30 pm.
- Full or half day sessions are offered
- Minimum of 3 hours per day.
- If working a full day, there is a 45 minute unpaid lunch break at some stage around midday.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll 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're 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 Principal/Group/Chief Executive
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.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	GCSE A-C Grade in English or equivalent	GCSE A-C Grade in maths
Experience	Specific experience required for the role	<ul style="list-style-type: none"> • Experience of busy work/school environment • Customer Service environment • Working as part of a team 	
Knowledge/skills	Specific knowledge/skills required for the role	<ul style="list-style-type: none"> • Excellent communication skills • The ability to relate well to people of all ages and backgrounds • A responsible attitude to work • Ability to relate to candidates yet maintain an air of authority • A non-judgemental approach • Good team working skills • Good organisational skills • Able to prioritise tasks 	



Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Patient understanding attitude<ul style="list-style-type: none">• Common sense• Tact and patience• The ability to stay calm in an emergency	
Special Requirements		<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p>	