**Trinity School, Sevenoaks**

**Job description & Person Specification**

**Exam Invigilator**

Job Title: Exam Invigilator

Responsible to: Data and Exams Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

To provide support to the examination process and to take a lead role in overseeing the exam and the invigilation team. Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

**Main Responsibilities**

* To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Trinity School Sevenoaks instructions.
* To play a key role in upholding the integrity of the examination/assessment process
* To report to and be briefed by the exams officer prior to each exam session
* To keep confidential exam papers and materials secure before, during and after exams
* To ensure exam rooms are set out according to the instructions
* To admit candidates into exam rooms
* To identify, seat, and instruct candidates in the conduct of their exams
* To distribute the correct exam papers and materials to candidates
* To deal with candidate queries
* To supervise and observe candidates at all times and be vigilant throughout exams
* To keep disruption in exam rooms to a minimum
* To deal with emergencies or irregularities effectively
* To record/report any incidents, disruption or irregularities
* To complete attendance registers
* To deal with candidate questions according to the regulations
* To instruct candidates in finishing their exams and to collect exam scripts
* To dismiss candidates from the exam room
* To check candidates’ names on scripts match the details on the attendance register
* To securely return all exam scripts and exam materials to the exams officer

**Other**

* To attend training, update or review sessions as required
* To undertake, where required and where able, other duties requested by the exams officer, for example
* supervision of clash candidates between exam sessions
* facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
* other exams-related administrative tasks

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * GCSEs (or equivalent) with grade C or above in English and Maths |
| **Experience** |  | * Experience working as an invigilator within a school environment |
| **Skills** | * Ability to co-operate and collaborate with school staff * Effective communication skills with young people and adults * Ability to follow written procedures to carry out tasks * Meticulous attention to detail |  |
| **General/**  **Personal Qualities** | * High level of confidentiality * Reliable * Flexible over working   hours |  |

Signed: ……………………………………………… Employee: ………………………………….