

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Examinations Invigilator
<b>JD Reference:</b>	STD ED 23
<b>School/Academy:</b>	North Cambridge Academy
<b>Weeks:</b>	Casual Term Time
<b>Hours of work:</b>	Casual
<b>Salary:</b>	Grade 3
<b>Responsible to:</b>	Examinations Officer

<b>Role:</b>	To invigilate a variety of internal and external examinations throughout the year.
<b>Purpose of job:</b>	Support the exams office by providing an efficient invigilation service.

### **Responsibilities and Accountabilities:**

- Work at the direction of the Examinations Officer or Senior Invigilator
- Invigilate a variety of external and internal examinations throughout the year
- Collect question papers, stationery, and equipment from the Examinations Office
- Ensure the exam room is set out in accordance with Exam Board Regulations
- Complete seating plans and other examination related documentation
- Actively invigilate the examination in accordance with JCQ regulations and College guidelines to ensure that any cases of malpractice are reported to the Examinations Officer
- Always supervise and observe candidates and be vigilant throughout exams
- Collect answer and question papers and return to the Examinations Office
- Work flexibly within the examination timetable, covering unforeseen circumstances
- Attend invigilator training events and meetings throughout the year

### **Support for School/Academy/Place of Work:**

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures



- To contribute to wider school developments
- To undertake relevant CPD as necessary and to participate in the performance review of the post-holder and others as required

**Data Security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

**Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake work and tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment

**Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice
- To maintain the ethos of the College by encouraging achievement and challenging mediocrity
- To always maintain confidentiality

**Child Protection and Safeguarding**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

*The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.*



*This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.*

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service***

**Updated: January 2022**



<b>Person Specification Exam Invigilator</b>	<b>Assessment Key:</b> A = Application Form I = Interview
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Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A
Experience	Essential	Desirable	Assessment
Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour	✓		A/I
Knowledge and understanding	Essential	Desirable	Assessment
Understanding of the education system	✓		A/I
Understanding of how children learn	✓		A/I
A sound grasp of the concept of inclusive practice	✓		I
Knowledge of the concept of confidentiality	✓		I
Awareness of child protection issues	✓		I
First aid certificate		✓	A
Skills and abilities	Essential	Desirable	Assessment
Skilled at making and sustaining positive relationships with children	✓		I
Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
Excellent Organisation Skills	✓		
Ability to work to deadlines	✓		
Ability to communicate with students and staff effectively	✓		
Ability to be firm but fair at all times	✓		



<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Willingness to undergo further training and development	✓		I
Positive and enthusiastic approach towards work	✓		I
Ability to act on own initiative	✓		I
Kindness and empathy towards students and colleagues	✓		I
<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexibility of working hours	✓		A/I

