

# Job Description

<b>POST:</b>	Exam Invigilator
<b>RESPONSIBLE TO:</b>	Assistant Principal, under the day-to-day management and leadership of Academy Exams & Admissions Officer and Lead Invigilator
<b>SALARY:</b>	£11.69 per hour
<b>KEY RELATIONSHIPS:</b>	Assistant Principal, Academy Exams & Admissions Officer, Lead Invigilator, members of Invigilator team, Academy students, relevant teaching and support staff.
<b>LOCATION:</b>	Oasis Academy Leesbrook, Oldham
<b>WORKING PATTERN:</b>	Variable between 08:00 and 17:00
<b>JOB PURPOSE:</b>	To supervise external and internal Academy examinations
<b>DISCLOSURE LEVEL:</b>	Enhanced

## RESPONSIBILITIES:

1. Invigilate examinations in line with Examination Board and Academy regulations.
2. Ensure appropriate atmosphere in the examination room, to optimise students' performance.
3. To promote and safeguard the welfare of children you supervise or come into contact with.

## DUTIES:

- Invigilate the Academy Exams on required dates.
- Under the direction of the Academy Exams & Admissions Officer, discourage cheating from students.
- Maintain order/discipline of students, ensuring they behave appropriately in an examination setting.
- Actively invigilate during the examination, watching students.
- Remove mobile phones for the duration of the examination.
- Provide each student with an examination paper.
- Where appropriate supply writing paper and equipment during the examination.
- Ensure the correct procedures are used for lending equipment to students.

- If requested, accompany students to the toilet, ensuring that examination regulations are maintained.
- If requested, accompany a student who becomes ill to the designated first aid area.
- Report any suspicion of cheating by students to the lead invigilator.
- Collect the examination papers and hand to the lead invigilator/Exams & Admissions Officer at the end of the examination.
- Be aware of and comply with the policies relating to child protection, security and confidentiality.
- Be aware of the Examination Board regulations.
- Be aware of the Academy's evacuation procedure in the event of an emergency and be familiar with the procedure for each examination room.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

**All staff take an active role in the Academy's care and guidance of students.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

# Exam Invigilator Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience	
Experience, Skills and knowledge	Good communication skills Ability to remain calm and positive Excellent attendance and punctuality Ability to work as an effective member of a team Willingness to work within a school environment Willingness to undertake additional training as and when necessary Excellent time management and organisational skills Attention to detail and meticulous with administration Ability to communicate effectively with a wide range of individuals	Working in a school environment Supervising young people

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of children and young people.</li><li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li><li>• Motivation to work with children and young people</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li></ul>	
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