

# **North Cambridge Academy**

## **Exams Invigilator**

### **Job Description**

Scale: £9.00 per hour (including holiday pay)  
Hours: To work as and when required, subject to the needs of the school.  
Weeks: Term time only- casual contract  
Responsible to: Examinations and Data Manager

#### **ROLE**

An Examinations Invigilator holds a very important and responsible role. Applicants need to have excellent organisational skills and previous experience in an administrative role or similar is desirable. The successful candidates will need to be precise with attention to detail.

#### **RESPONSIBILITIES**

##### **Pre-examination:**

- An understanding of the rules and regulations laid down by the Joint Council for Qualifications.
- Accurate distribution of student candidate cards, examination papers and resource materials in accordance with strict procedures.

##### **Entry to the Examination Venue**

- Accompanying students to the exam hall ensuring they move around the school in an appropriate manner.
- Assisting candidates in finding their seats and ensuring banned items (for example: mobile phones) are not taken into the exam hall.

##### **During the Examination**

- Ensuring students enter the exam venue adhering to JCQ rules and regulations and continue to follow these rules throughout the duration of the examination.
- Accurate completion of examination registers.
- The monitoring of student conduct, reporting any concerns to the Examinations Manager.
- Invigilating during exams reporting any queries raised by students, any incidents of illness or suspected irregularities to the Lead Invigilator and/or the Examinations Manager.
- Recording details of late arrivals and ensuring allowances (where applicable) are applied.

##### **At the End of the Examination**

- Thorough and careful collection of all exam materials including the examination papers.
- Assisting with the organisation and packaging of examination papers completing relevant paperwork in a precise and accurate manner.
- Tidying and clearing of exam venue(s).

Punctuality and the ability to work flexible hours are of key importance, as hours will vary from day to day, with the bulk of external examinations falling in May and June and additional internal exams taking place throughout the academic year. Applicants must have the ability to understand and follow both candidate and Invigilator timetables, be able to carry out clerical tasks and work on his/her own initiative. Regular meetings and training sessions are organised throughout the year to provide continual professional development and the successful applicants would need to attend on a regular basis.

##### **Additional:**

*Health & Safety* – to operate safely within the workplace with regard to the School's Health and Safety policies, procedures and safe working practices. To be responsible for the health and safety of self and others.

*Equality & Diversity* – to work within the School's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

*Customer Care* – to continually review, develop and improve systems, processes and services in support of the School's pursuit of excellence in service delivery. To recognise the value of the people in the school as a resource.

The job description is subject to review and may be changed following consultation with the post holder.

*North Cambridge Academy 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 and Barring Service.*