



Exams Invigilator

Job Description

Salary scale:	Fulwood 008 (£17,143) (Per Hour £8.91) + Holiday Pay 12.07%
Hours:	Seasonal Hours (as required by the Academy)
Responsible to:	Exams Officer
Contract:	Casual Hours
Job purpose:	The main purpose of the role is to oversee individual exams and provide support during the examination processes.

Key Responsibilities

Main Duties

To support the day-to-day operation of examination venues. This activity may include:

- attending mandatory annual training sessions for appointed Invigilators
- training sessions assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

- To assist examinations with other examination processes. This activity may include:
- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans; including setting up of desks in the main hall;

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Support Staff

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Exams Invigilator

Experience

Experience of working or studying in higher education environment	Desirable
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Specific skills and Knowledge

An understanding of examination processes	Desirable
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Effective oral/written communication skills	Essential
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Numeracy	Essential
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Personal attributes

Accuracy and attention to detail	Essential
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Flexible approach to work	Essential
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Ability to relate to academic staff and students	Essential
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Ability to work under pressure and to tight deadlines	Essential
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Normal working hours will be between 7:30am and 3:30pm. It may be necessary to work out of normal working hours.