

## Job Description

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**Post:** Lead Exam Invigilator

**Accountable to:** Exams/Cover Officer

**Salary:** £17 Hourly

**Working Pattern:** Casual contract (relief basis), required to be available from 7.45am on examination days.

**Location:** The City Academy Hackney

**Disclosure level:** Enhanced

### Main Purpose

To support the Exams Officer. Supervise examinations, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session. To safeguard the health, safety and welfare of pupils in the examination room. To ensure equal opportunities and accessibility of examinations are available to all candidates.

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### Key Accountabilities

- To be responsible for the setting up of the examination room and ensure it meets the necessary requirements by delegating the following tasks to the invigilation team, where appropriate.
- Start and finish exams, delegate responsibilities to the invigilation team.
- Ensure the room is accessible to all students, including those with any form of disability; Check clocks are in working order, accessible and accurate
- Ensure there are the correct number of desks and they are at least 1.25 metres apart; Check lighting is working and suitable; Advise Examinations Officer or Facilities team if the room is too hot or too cold
- Ensure stationery lists and any subject-specific instructions issued by the awarding body are available
- Check the relevant notices and posters are displayed inside and outside the exam room
- Ensure the Centre number is on display and the whiteboard shows all other necessary information relating to the exam
- Check the yellow JCQ Instructions for Conducting Examinations is inside the examination room and ensure all invigilators are aware of where it is; Set out candidates' examination cards in accordance with the seating plan
- Set out cards on desks for candidates eligible for extra time, as indicated on the seating plan, and ensure invigilation team is aware of where those students are sitting
- Arrange for the collection of stationery boxes, papers and answer booklets from the Examinations Officer
- Ensure papers are stored securely in the examination room and that no adults or students have access to them
- Ensure the invigilation register is completed and be responsible for the signing in and out of any visitors to the examination room
- Be aware of evacuation procedures and ensure the invigilators on duty understand these.
- Prior to the examination arrange for the secure storage of unauthorised items, such as mobile phones or other electronic devices, by allocating an invigilator to this task either outside, or at the back of, the examination room.

- Be responsible for the calling in of students from outside the examination room.
- To arrange adequate supervision of students inside of the examination room to ensure candidates enter appropriately and in compliance with examination regulations.
- Supervise candidates to make sure they enter the examination room in silence and do not communicate with each other
- Help candidates get seated as quickly and efficiently as possible
- Check candidates do not take unauthorised items to their seats
- Arrange for the opening and distribution of examination papers as soon as the first candidate is seated. Ensure candidates all have correct paperwork.
- Read the announcement to candidates from the Invigilation Handbook, as well as any erratum notices and ensure candidates are aware of evacuation procedures. Inform candidates they are under examination conditions and ensure these are maintained until the examination is finished and students are dismissed from the room.
- Maintain efficient time-keeping, notifying students of the start and finish times and ensuring these are accurately recorded on the whiteboard, including timings for candidates who are late or are allowed extra time.
- Ensure candidates' queries are responded to in accordance with examination regulations. Notify Examinations Officer if a candidate raises a concern or problem regarding the examination paper.
- Supervise late candidates; ensuring they are briefed, seated and can commence the exam with minimum fuss. Supervise any students who may need to leave the room during the exam in accordance with the examination regulations.
- Arrange for a member of the invigilation team to take the examination register and notify the Examinations Officer of any absentees as quickly as possible.
- Ensure students are supervised during the examination in a quiet and unobtrusive manner. Notify the Examinations Officer immediately should there be any concerns over behaviour, malpractice or other issues.
- Amend the seating plan if any changes have taken place.
- Organise the collection of papers by the invigilation team, as directed in the Invigilation Handbook. Arrange for the sorting of papers into candidate number order by subject/tier and ensure there are no missing scripts. Maintain security of scripts by ensuring they are not left unattended at any time and they are safely delivered to the Examinations Officer at the end of the exam.
- Organise the return of any mobile phones etc. to candidates in accordance with school procedures.
- Ensure that all candidates are dismissed in an orderly fashion and in accordance with examination regulations and school procedures, with as little disturbance as possible to other students who may still be working.
- Ensure the examination room is left in a tidy state ready for the start of the next examination and arrange for the return of all stationery boxes and other items to the Examinations Officer. Remove any notices or signs, as appropriate.
- Supervision of the invigilation team on duty in the examination room; Supervision of a group of students during the examination.
- Ensure work is straightforward and carried out under set procedures and guidelines. Matters of concern are referred directly to the Examinations Officer or Senior Leadership Team, leaving no opportunity for creativity.
- Support Exams Officer with any exam administration before or after exams
- Ensure work is carried out within clearly defined policies and procedures; advice on any queries should be sought from Examinations Officer or Senior Leadership Team.
- Ensure issues are easily identified and remedied.
- Responsible for collecting, maintaining and safe handover of examination papers and related items. Responsible for distribution of examination stationery and equipment, such as pens and calculators, to candidates, and its safe collection at the end of the examination.
- Examinations are set within clearly defined deadlines and rules; the post-holder is unlikely to be dealing with conflicting priorities.
- Work will involve Periods of 2-3 hours sitting, standing and walking around examination room. Carrying of stationery boxes, examination papers and related items which may be heavy.

- The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- The post-holder is required to carry out duties in accordance with school policies and procedures at all times.

### **Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people

### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

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.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

# City of London Academies Trust



CITY OF LONDON  
ACADEMIES TRUST

## Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level of equivalent		✓
<b>Experience</b>		
Experience of working in a similar role	✓	✓
Leadership experience		✓
Experience working with Children	✓	✓
<b>Knowledge &amp; Understanding</b>		
A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications).		✓
A sound knowledge of the roles of the JCQ and Awarding Bodies.		✓
A sound knowledge of the school's examination policy and procedures.		✓
The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment	✓	
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	
<b>Skills, Abilities and Personal Qualities</b>		
Well organised	✓	
Well presented	✓	
Ability To demonstrate accuracy and attention to details	✓	
Excellent communications skills, with the ability to communicate with candidates and members of staff clearly and accurately	✓	
Ability to act on own initiative, dealing with any unexpected problems that may arise	✓	
Excellent attendance and timekeeping	✓	
Ability to manage disruptive and difficult behaviour	✓	

