

## Job Description

**Job Title:** Casual Exams Invigilator

**Location:** Bexleyheath Academy

**Hours of work:** Casual - 0 hour contract

**Reports to:** Exams Officer

## Purpose of the Role:

Implement examination procedures and ensure the proper conduct of examination candidates.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## Responsibilities:

- Hand out appropriate question papers to candidates.
- Read out examination instructions.
- Record examination start and finish times.
- Instruct candidates to begin examinations.
- Complete attendance register and seating plan as required.
- Lay out and collect candidate cards according to instructions.
- At the end of the examination, collect candidates and question papers in accordance with instructions.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.
- Ensure silence in the examination room and avoid disruption.
- Ensure that all candidates comply with any instructions.
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found.
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person.
- When absolutely necessary, escort candidates to the toilet.
- To provide additional assistance to identified candidates by implementing permitted Access Arrangements i.e. reading, scribing

## **General**

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

### Job Title: Exam Invigilator (Casual)

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Able to competently read and speak English</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Proven interpersonal skills with colleagues, students and parents</li> <li>• Experience of a range of administration duties</li> <li>• Working in an environment that includes taking own initiative and self-motivation</li> <li>• Experience of reception work and/or dealing with the public in a face to face environment</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a school environment</li> <li>• Experience of dealing effectively with young people</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills with adults and young people</li> <li>• Basic administrative skills</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Adaptable and self-motivated with the ability</li> </ul>	



		<ul style="list-style-type: none"> <li>to work under pressure</li> <li>• Ability to maintain good relationships with colleagues and students</li> <li>• Ability to deal with issues of conflict</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Ability to work with confidential information in a discreet and sensitive manner</li> <li>• Willingness to work flexibly</li> <li>• Ability to work as an effective member of a team</li> <li>• Awareness of and commitment to offering a high level of personal presentation</li> <li>• Ability to remain calm under all circumstances</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values</li> </ul>	





		<ul style="list-style-type: none"><li>• Be unusually brave</li><li>• Discover what's possible</li><li>• Push the limits</li><li>• Be big hearted</li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

