

Job Description

Post title: Exams Invigilator

Location: East Leake Academy

Salary: £8.21 per hour (+ holiday pay paid termly in arrears)

Reports to: Exams Manager

Position: Casual hours

Main Purpose:

To support the Exams Officer and students in the smooth running of internal mock exams and assessments and external exams in line with the Joint Council for Qualifications Regulations.

Key responsibilities of the role:

Before exams

- To report to and be briefed by the Exams Officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout the exam
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts, exam materials and securely return them to the Exams Officer
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - supervision of clash candidates between exam sessions
 - facilitating approved access arrangements for candidates, for example as a reader in accordance with JCQ regulations (full training will be provided)
 - any other exams-related administrative tasks

Expectations and values:

The academy is committed to continuous learning and staff are expected to engage routinely in continuing professional learning and development. In common with all who work in the academy, the post holder will also be expected:

- To act as an ambassador for the academy by supporting our values and expectations of learning
- To be a significant presence and role model for students and staff
- To follow and enact where necessary all relevant policies, procedures and guidelines including those agreed by the trust

Additional:

- All staff have a responsibility for providing and safeguarding the welfare of children and young person's they are responsible for or comes into contact with
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
- DALP (Diverse Academies Learning Partnership) promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust). To be familiar with Health and Safety issues as they relate to school activities
- To be familiar with the Academy Health and Safety Policy

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Experience, knowledge and understanding			
Experience of working with young people		✓	App Form Interview References
Personal attributes and qualities			
Good communication and interpersonal skills	✓		App Form Interview References
Ability to issue instructions to a wide range of examination candidates in a confident manner	✓		
The ability to ensure students comply with examination regulations and conditions	✓		
Good organisational and time management skills	✓		
Ability to pay attention to detail	✓		
The ability to work independently as well as part of a team	✓		
The ability to adapt and be flexible	✓		
Ability to keep calm under pressure or during unexpected circumstances	✓		
Ability to work to predetermined instructions	✓		
Ability to judge when a decision is not theirs to make	✓		
Reliability and punctuality	✓		
The ability to invigilate for several hours at a time if required	✓		
The ability to both patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to monitor the conduct of students	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Interview Pre-employment checks
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		