

# Job Description

Establishment: John Port School
Post Title: Exam Invigilator
Grade/Pay Range: £9.18 per hour, which includes an element of holiday pay for each hour worked
Hours/weeks: Part time and Permanent – Casual employment
Reporting to: Exams Officer
Department/Team: Exams

## Overall Purpose of Post:

To assist the Exams Officer to ensure that all internal and external examinations are conducted in accordance with the Joint Council for Qualifications awarding body and The Spencer Academies Trust directives.

## Main Duties and Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and John Port Spencer Academy instructions.
- To play a key role in upholding the integrity of the external examination/assessment process.

## Before exams

- To report to 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 to standard
- 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 exams
- To keep disruption 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
- Ensuring that the candidates behave appropriately during their time in the examination hall
- Ensuring that candidates do not communicate with each other
- Ensuring that the candidates do not have unauthorised materials on their desks
- Accompanying a candidate for a temporary period outside of the examination hall.

## After exams

- To collect exam scripts
- To dismiss candidates from the exam room

- To check that the names on the scripts match exactly the details on the attendance register
- To securely return all exam scripts and exam materials to the Exams Officer.

#### 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 access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).

#### General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Postholder:

Signature:

Date:

# Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regard to literacy and numeracy skills.	√	
GCSE Maths and English grade C or equivalent		√
Previous experience in an educational environment	√	
<b>Knowledge and skills</b>		
Ability to communicate clearly orally and in writing	√	
Ability to work collaboratively with others	√	
Ability to work within school based systems and specified timelines	√	
Accuracy and attention to detail	√	
Ability to relate to candidates yet maintain air of authority.	√	
Academy procedures		√
<b>Personal qualities</b>		
Reliability and punctuality	√	
Common sense and initiative	√	
Ability to be firm but fair at all times	√	
Ability to keep calm under pressure	√	
Excellent interpersonal skills with the ability to maintain strict confidentiality	√	
A diplomatic and patient approach	√	
Initiative and ability to prioritise own work and that of others to meet deadlines	√	
Efficient and meticulous in organisation	√	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	√	
Commitment to the highest standards of child protection and safeguarding	√	
Recognition of the importance of personal responsibility for health and safety	√	
Commitment to the Trust's ethos, aims and whole community.	√	