



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **EXAMINATION INVIGILATOR**

**Job Title:** Examination Invigilator

**Work Location:** Academy Based

**Reports to:** Examination Officer

**Salary:** £10.50-£11.50 per hour (£11.50 for Lead Invigilators only)

**Hours of work:** Casual, term time only during Mock exams internal and external exam periods.

**Accountable to:** The Principal

**Responsible to:** The Principal, and Leadership Team as identified in the Leadership Team roles and Responsibilities

#### **Job Purpose**

1. Supervision of examinations and ensuring all examination policies and procedures are followed before, during and after the examinations

#### **General Duties**

##### **Leadership & Strategy**

##### **Responsible to: The Principal**

1. Promoting the highest standards of business ethos and ensuring the most effective use of resources in support of the Academy's learning objectives.
2. Supporting the Principal and, where appropriate, relevant members of Academy's Leadership Team.
3. Assisting the Examinations Officer, Principal, Leadership Team and Governing Board in establishing policies, systems and procedures in order to achieve the Academy's aims and objectives.

##### **Duties and Responsibilities:**

- The main duties are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Academy Principal in consultation with the post holder.
- This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to uphold the Academy's policy in respect of Child Protection and Safeguarding matters.
- All members of staff are required to support and encourage the Academy's ethos and objectives, policies and procedures as agreed by the Trust Board.
- Complying with GDPR and all Examination Board regulations.

##### **Preparing the exam room**

- Ensure the room meets Joint Council for Qualifications requirements (*ie* centre number and clock are visible).
- Ensure equipment is ready and available for candidates in line with exam board requirements for the subject/paper.
- Ensure students have removed all items prohibited by the Board and these are secured in the appropriate area.

### **Starting the exam**

- Get candidates into the exam room in a calm and orderly manner.
- Ensure candidates have correct papers.
- Ensure correct identification of all candidates.
- Deal with candidates not on the register.
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read erratum notices.
- Notify candidates of exam start.
- Record exam start and finishing times.

### **During the exam**

- Open and distribute papers and any other authorised materials to candidates.
- Ensure attendance register is completed.
- Contact a subject area teacher when a concern/problem is raised about a paper requiring their professional judgement.
- Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates' queries in accordance with the exam regulations.
- Supervise any candidates who may need to leave the room in accordance with exam regulations.
- Supervise 'clash' candidates between exams.
- Distribute additional paper/equipment as required.
- Ensure that Academy and Examination Board policies are adhered to.

### **Finishing an exam**

- Ensure accurate timekeeping is maintained.
- Notify candidates the exam has finished.
- Ensure exam conditions are maintained until candidates are dismissed from room.
- Collect scripts in attendance register order.
- Check nothing has been left at the desk and no graffiti made during the exam.
- Ensure scripts are never left unattended and are safely delivered to the exams officer.
- Ensure there are no missing scripts.

### **Working within the Academy:**

- Support and maintain collaborative, productive working relationships with Academy staff and professionals from outside agencies.
- Contribute to and support the work of the examination team and be willing to support other colleagues/venues where competencies/experience are required.
- Undertake any other duties commensurate with the post as allocated by your line manager or a member of the Leadership Team.
- Remain punctual at all times and be responsible for your own time management.

- All members of staff are required to uphold the Academy's policy in respect of Child Protection, Safeguarding Matters and Social, Emotional and Mental Health awareness.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the Academy.
- Attend and participate in relevant meetings/training as negotiated and agreed with your Line Manager.
- This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to support and encourage the Academy's ethos, values, objectives, policies and procedures as agreed by the Trust Board.
- The post holder will be expected to undertake training relevant to their role.

#### **Health and Safety (Including First Aid)**

- Ensure the Health & Safety Policy, Fire procedures and First Aid Policy are implemented at all times by themselves and others.
- Adhere to the Health and Safety policy and follow Academy absence reporting procedures in line with agreed working hours.
- Undertake Health and Safety/relevant First Aid training as required and keep these up to date. Deal with First Aid incidents according to the First Aid Policy.
- Carry out the required checks to enable the identification of hazards and risks and report using Academy systems and make safe before use.
- Ensure that Accident report forms and/or First Aid book are completed accurately and in detail when an accident occurs. Support any further investigation as required. Pass on all documentation immediately to the Buildings and Health and Safety Manager / Administrator.
- Support in checking the first aid box as required within the venue. If using the last of an item, ensure this is reported to the Health and Safety administrator for re-stocking the box immediately.

#### **Safeguarding**

Joseph Leckie Academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Joseph Leckie Academy. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead or DDSL.

This job description reflects the policies agreed by the Trustees. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Employee Signature..... Date.....

Print Name (Employee).....

Employer Signature..... Date.....

Print Name (Employer).....

Job Title.....



## Personal Specification Examination Invigilator

Criteria	Essential (E) Desirable (D)	Source (see below)
<b>Qualifications and Experience</b>		
GCSE or equivalent in Maths and English grade C or Level 4/5 or equivalent	D	A
Experience of working in an educational setting particularly in a Secondary School or with secondary age children	D	A, I, R
<b>Professional Experience and Practice</b>		
Confidence in dealing with students across different age ranges at KS 3, 4 and/or 5	D	A, I, R
Demonstrate an understanding and proactive approach and commitment to safeguarding, equal opportunities, health and safety and other policies and practices	E	A, I, R
First Aid knowledge/experience and/or qualification and willingness to undertake regular training	D	A, I, R
Experience of or knowledge of working in a multi-cultural and diverse School/community	D	A, I, R
<b>Knowledge and Skills</b>		
Knowledge of relevant policies/codes of practice and awareness of relevant legislation (including GDPR)	D	A, I
Demonstrates outstanding ability to work as part of a team in collaboration with others	E	A, I, R
Outstanding inter-personal and communication skills with students and Colleagues, both verbal and written	E	A, I, R
High level organisational and time management skills	E	A, I, R
Good organisational and/or practical skills to support with equipment and sources prior, during and after the examinations.	E	A, I, R
Work constructively as part of a team, understanding school roles and responsibilities and own position within these	E	A, I,
<b>Personal Attributes and Qualities</b>		
Personal impact, presence and ability to inspire and maintain high expectations of students and staff alike	E	I, R
Adaptability to changing circumstances	E	I, R
Confidence, resilience and reliability	E	I, R
Maintain confidentiality and act with integrity	E	I, R
Ability to work independently	E	I, R
Good attention to detail	E	I
Ability to work under pressure and meet deadlines	E	I, R
Approachable and caring, dealing sensitively with staff, students and stakeholders	E	I, R
Assertive and professional skills to deal with situations efficiently	E	I, R

A = Application Form R = Reference I = Interview



Learn together, lead together.

