



Exam Invigilator

JOB DESCRIPTION

The role involves assisting our exams officer, to ensure exams are conducted to meet JCQ requirements, ensuring integrity and security of the exams at all times.

Working hours: Casual hours dependant on examinations due/ TBC

Annual Leave: Leave is calculated in the hourly rate

Salary: £12.99 per hour (Inc Holiday Accrual per hour)

Terms and conditions of employment:

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

Job purpose:

- To ensure that the integrity and security of the exam is maintained at all times and that the exam is conducted in silence in a manner such that no candidate is advantaged or disadvantaged.
- To assist the Exams Officer with the daily running of exams such as carrying exam materials, supervision of rescheduled candidates and candidates with access arrangements.
- To help candidates feel safe and relaxed before and during their exam to ensure they are given the best possible chance of success.
- To ensure all candidate get the correct information and exam paperwork.
- To ensure strict JCQ regulations are complied with before, during and after the exam.
- To refer to the Exams Officer on all incidences, suspected malpractice and absent candidates.
- To keep all matter such as candidates' personal details, exam question papers and candidates' scripts confidential at all times, both inside and outside of the School. This also applies to any incidences/events that occur during an exam.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

Key duties :

- To assist the Lead Invigilator set up the exam room to meet JCQ requirements. Helping as required to carry exam papers, boxes, set out exam papers to match the seating plan/candidate name cards.
- To ensure that exam paperwork is never left unattended.
- To move around the room quietly observing candidates without causing a disturbance and monitoring for signs of cheating, communication or pupils looking unwell.
- To deal with any candidate queries before and during the exam and pass to Lead Invigilator if necessary.
- To clear up after the exam and ensure the exam room is left tidy ready for the next exam. Return to the Exams Office with the Lead Invigilator to ensure the safe return of the exam papers.
- To evacuate and closely supervise candidates in the event of an emergency. The Lead Invigilator will direct the students and staff in the room to the meeting point.
- To be trained on and then deliver arrangements required by candidates who have special arrangements whilst sitting their exam. To attend training sessions at the Academy, these are usually in October/November.

General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required. • To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Equal Opportunity

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Experience		
Experience of working in a school, academy or other educational based background.		AR
Skills and Abilities		
Flexible, proactive, positive approach to work.	R	
Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information.	R	
Knowledge		
Knowledge of child safeguarding procedures	R	
Knowledge of schools and education	R	
Personal and Interpersonal.		
Able to actively support, promote and encourage Magna Academy's ethos and values.	AR	
Determined, flexible and hardworking.	AR	
Excellent attendance and punctuality record.	R	
Commitment to the implementation of the Academy's equal opportunities policy.	AR	
Commitment to the safeguarding of all learners.	AR	