



JOB DESCRIPTION

Job Title:	Invigilator
School:	The Cornerstone Academy
Responsible to:	Data & Exams Officer

Main Job Purpose

- 1) Ensure the efficient and effective conduct of examinations. Supervise candidates who are engaged in taking public examinations.
- 2) Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Invigilators will also act in accordance with school or examination centre policy for the conduct of external examinations.

Main Responsibilities and Duties

- 1) Maintain up to date understanding of the regulations set out for the conduct of examinations by the Joint Council for General Qualifications
- 2) Undertake annual training updates, to ensure continued validity of DBS record and updated examination knowledge
- 3) Check that the arrangements of the examination room remain in compliance with all applicable regulations.
- 4) Issue regulatory notices to candidates at the start of the examination.
- 5) Maintain the security of examination papers, materials and candidate scripts whilst in the Invigilator's possession.
- 6) Invigilate sessions in a group or 1:1 environment, as required by the nature of the assessment. 1:1 session may require reading aloud and/ or scribing as part of student Access Arrangement
- 7) Start, conduct and finish the examination in accordance with the regulations.
- 8) Complete the attendance register with due attention to the identification of candidates.
- 9) Supervise candidates with due vigilance during the working of the examination.
- 10) Respond to any questions from candidates about process and procedures.
- 11) Deal with any immediate problems or emergencies according to the examination centre's or school's policies or procedures and in accordance with the examination regulations.

- 12) Collect completed scripts after the examination has ended and return them to the designated place/person taking care to maintain the security of the examination.
- 13) Report back as appropriate, using the agreed referral procedures, on any issues arising.
- 14) Assist with administration as requested.
- 15) Support the academy's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
- 16) 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 the level of responsibility entailed.
- 17) Comply with all decisions, policies and standing orders of the school and United Learning; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 18) Attend In-House meetings and training sessions, associated with the role
- 19) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) Ability to carry out a range of basic tasks within readily understood rules and procedures.

Creativity and Innovation

- 1) The post has limited scope for creative and innovatory thinking.

Contacts and Relationships

- 1) The post will involve routine contact with colleagues, staff and pupils, generally on well-established matters, but may occasionally involve dealing with issues where the outcome may not be straightforward.

Decisions

- 1) Work is carried out within clearly defined rules. Decisions will have a limited short-term effect.

Resources

- 1) The post has little or no responsibility for physical or financial resources.

Work Environment

- 1) Work requires normal physical effort and is conducted in a normal office or exam room environment.

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none">• Previous school experience desirable but not essential	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none">• Minimum GCSE/Equivalent qualifications	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none">• Ability to handle confidential information with discretion• Ability to manage processes that are regulated externally and internally	Application form Interview References
Knowledge	<ul style="list-style-type: none">• Knowledge of school's behaviour and management policy and procedures• Knowledge of school's fire and emergency procedures• Knowledge of Child Safeguarding procedures	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none">• Self motivated	Application form Interview References
Other Factors	<ul style="list-style-type: none">• Commitment to Equal Opportunities• Enhanced DBS check• Right to work in the UK	Application form Interview References DBS process

Prepared by: The Cornerstone Academy

Date: January 2024

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and role

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
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