



Lead Invigilator

Job Description

Please note that this is an annualised hours contract, meaning the demands of the role require flexible working patterns. For example, the workload is greater during internal and external exam seasons in November, May, June and July.

KEY ROLE AND RESPONSIBILITIES

To assist the Data and Examinations Manager in the smooth and efficient running and administration of internal and external examinations.

MAIN DUTIES

- To support the Data and Examinations Officer in the management and storage of examination papers and examining board stationery
- To receive and check materials received in accordance with examining board rules and regulations, allowing sufficient time to identify and resolve any discrepancies.
- To support the Data and Examinations Officer in liaising with appropriate colleagues to determine particular requirements for their subjects.
- To ensure appropriate preparation of all exam venues in accordance with JCQ regulations, including transporting of scripts stationery.
- To oversee invigilators on a day-to-day basis assisted by the senior invigilator.
- Invigilate exams as required.
- To assist with student management in and out of examinations.
- To assist with distribution/collection of examination papers.
- To report any incidents immediately to the Data and Examinations Manager.
- To ensure at the end of the examination that the venue is left in a suitable condition for the next examination and that stationery and equipment is replenished.
- To transport scripts to the Examinations Office and sort in accordance with the attendance registers. Check all scripts against register and package under supervision of the Data and Examinations Manager.
- Complete Parcel Force daily log and ensure packages are at reception for collection by our allocated time slot.
- To support in the collation and distribution of examinations results and certificates.
- To maintain the results/certificate archive.

SUPPORT FOR THE SCHOOL

- 1) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and students – and take appropriate action should the need arise.
- 2) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 3) Retain the confidentiality of all aspects of school life.
- 4) 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.
- 5) Comply with all decisions, policies and standing orders of the school, United Learning and the BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 6) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed policies and procedures.

Prepared by: The Cornerstone Academy

Date: February 2024

Signed: _____

Print Name: _____

Date: _____

PERSON SPECIFICATION

Job Title:	Lead Invigilator
School:	The Cornerstone Academy

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none">• Previous experience of working in an education environment - desirable• Experience in Emotional Literacy Support desirable• Microsoft IT programmes essential• Management Information system experience desirable	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none">• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none">• Excellent inter-personal skills• Flexible approach to variable workload• Strong management and organisational skills• Ability to handle confidential information with discretion• Ability to understand, respect and value young people's views.	Application form Interview References
Knowledge	<ul style="list-style-type: none">• 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, flexible and open to change	Application form Interview References
Other Factors	<ul style="list-style-type: none">• Commitment to Equal Opportunities• Enhanced DBS check	Application form Interview References DBS process

