



Job Description

Post Title: Casual Examination Invigilator

Pay Scale:

Responsible to: Examinations Officer

Main Purpose of the Post:

- To ensure the smooth running of examinations by invigilating internal and external examinations and providing support for students, Lead Invigilators and the Examination Officer.

Principal Accountabilities:

- Assist in the setting up of examination venues; ensure these comply with the Instructions for the Conduct of Examinations.
- Distribute and collect equipment and materials.
- Distribute and collect examination papers and subsequent collation into candidate number order.
- Support an orderly entry of students into the examination venue; ensure any personal belongings, including electronic equipment, are left in the designated area.
- Uphold and enforce the prohibition of electronic equipment, including mobile phones, tablets and music players, in the examination room and collect unauthorised materials or equipment.
- Assist in the marking of the attendance register.
- Uphold and enforce the rules of conduct applicable to the behaviour of candidates during examinations; prevent candidates from talking or communicating in any other way.
- Be aware of and support any students with special needs in the examination under instruction from the Lead Invigilator and/or Examinations Officer.
- Maintain the security and confidentiality of the examination process.
- Report any concerns regarding the confidentiality of the examination process, the conduct of candidates or otherwise to the Lead Invigilator and/or Examinations Officer.
- Play an active role in any training sessions offered to increase the understanding of the Instructions for the Conduct of Examinations and the special requirements of the Academy.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Excellent understanding of confidentiality and security of sensitive materials.
- Experience of working with young people.
- Good numeracy and literacy skills.
- Able to communicate effectively with students and staff.
- Able to work as part of a team and use own initiative.
- Able to keep calm under pressure, particularly in challenging circumstances.
- Able to work with minimum supervision as well as under close instruction.

Creativity and Innovation:

- Use initiative in addition to recognised procedures to deal with problems when they arise and raise issues to the Lead Invigilator, Examinations Officer or a Senior Member of Academy Staff.
- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.

Decision-Making:

Discretion:

- Provide an efficient and effective invigilation service to meet the needs of the Examinations Department in the Academy.

Consequences:

- Contribute towards the effective running of examinations in the Academy.

Contacts and Relations:

- Contact with students and parents to offer support and guidance.
- Contact with Examinations Officer and Senior Leaders to raise issues and report information.

Responsibility for Resources:

- No responsibility for physical or financial resources.

Working Environment:**Work Demands:**

- Work is subject to interruption and internally set deadlines, to ensure Multi Academy Trust policies and regulations are adhered to.

Physical Demands:

- Work will require normal physical effort.

Working Conditions:

- Work will be undertaken in an office/school environment.

Work Context:

- Work is undertaken in an office/school environment and may be subject to challenge from parents, students and staff.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature