

## **JOB DESCRIPTION**

**Post title:** Invigilator

**Grade/salary:** £8.08 ph

**Reports to:** Examinations Manager

**Direct report(s):** None

**Position:** Casual

### **Job purpose:**

To carry out a range of organisational and administrative tasks to support the Examinations Manager.

### **Key tasks:**

- Assisting with carrying exam papers, stationery, clocks etc between the exams office and the exam room.
- Giving out candidate name cards, answer books/sheets and question papers on desks. When opening packets of question papers, ensure that they are the correct ones.
- Assisting students to find their place.
- Making announcements.
- Taking the register and completing seating plans.
- Escorting students to the toilet during an exam, (if you have a full CRB check), ensuring that they do not speak to anyone or use their phone (which they should have handed in).
- Being vigilant by watching students during an exam to make sure that no-one is cheating, eg by referring to notes or having a mobile phone in their possession.
- Collecting scripts/answer sheets and putting them in order, collecting question papers, collecting name cards and putting them back in order.
- Using the phone or radio to send for backup assistance or to report candidates who have not arrived.
- Invigilating Access Groups – including students using computers/laptops.

### **Expectations and Values:**

The academy is committed to continuous learning and staff are expected to engage routinely in continuing professional learning and development. In common with all who work in the school, the post holder will also be expected:

- To act as an ambassador for the school by supporting our values and expectations of learning.

- To be a significant presence and role model for students and staff.
- To follow and enact where necessary all relevant policies, procedures and guidelines including those agreed by the trust.

**Additional:**

- All staff have a responsibility for providing and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with.
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- DALP (Diverse Academies Learning Partnership) promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties.

All employment requirements, rights and benefits comply with NCEAT (National Church of England Trust).

I accept the duties and responsibilities as outline above with effect from the date given

Signature ..... Date .....

Name (printed) .....

## PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Experience, knowledge and understanding</b>			
Experience of working with you people		✓	App Form Interview References
<b>Personal attributes and qualities</b>			
Good communication and interpersonal skills	✓		App Form Interview References
Ability to issue instructions to a wide range of examination candidates in a confident manner	✓		
The ability to ensure students comply with examination regulations and conditions	✓		
Good organisational and time management skills	✓		
Ability to pay attention to detail	✓		
The ability to work independently as well as part of a team	✓		
The ability to adapt and be flexible	✓		
Ability to keep clam under pressure or during unexpected circumstances	✓		
Ability to work to predetermined instructions	✓		
Ability to judge when a decision is not theirs to make	✓		
Reliability and punctuality	✓		
The ability to invigilate for several hours at a time if required	✓		
The ability to both patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to monitor the conduct of students	✓		
<b>Other</b>			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Interview Pre-employment checks
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		