

Job Outline

Exam Invigilator

Responsible to: Examinations Officer
Salary Grade: Scale 1
Full time/Part time: Casual hours

Job Purpose

To supervise students, ensuring safe, fair and efficient conduct in external examinations in accordance with regulations

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Assist with getting examination candidates into the examination hall and seated in the correct place.
- Assist with ensuring that the examination hall is correctly set up and equipped for the examination.
- Assist with examination administration (e.g. attendance registers and seating plans).
- Assist with the correct distribution and collection of examination papers, resources and equipment ensuring correct procedures are followed.
- Ensure the integrity of the examination through 'active' invigilation during the examination (eg maintaining examination conditions while candidates and/or papers remain in the examination venue).
- Record details of unusual circumstances or suspected malpractice within the examination venue for referral to the Academic Services Team/Examination Officer
- As appropriate, be the lead invigilator in certain examinations as required

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To support the learning culture and ethos of the school.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually.