



JOB DESCRIPTION 2024

Title of Post: School Examinations Invigilator

Line Manager: Exams Officer

Responsible to: Executive Headteacher/ Head of School

Salary Grade: Scale 1.2

JOB PURPOSE

- To support the examinations officer with the administration of examinations and the supervision of candidates to ensure that proper conduct with regard to procedures, expectations and behaviour is adhered to at all times within the exam setting.

CORE REQUIREMENTS

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues and all other stakeholders.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external companies.
- To be adept at personal time management/managing own workload.
- To be not only proactive but also reactive to the daily demands of the role.
- To be subject of a full DBS check providing relevant identification for this purpose.

KEY RESPONSIBILITIES

The administration support includes duties as commensurate with the role, these duties may include:

- Organising examination seating plans as required.
- Distribution and retrieval of examination papers.
- Reading out examination instructions.
- Recording start and finish times and initiating the start and end of examinations.
- Completing student attendance register.
- Supervise conduct within the examination as defined examination procedures.
- Supervise students within small examination room setting for those requiring specific exam access arrangements.
- When necessary, escorting candidates to the toilet.
- These duties are not exhaustive and will include other administration duties as required by line manager or other members of staff.



Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

PERSON SPECIFICATION

Good communication skills
Excellent punctuality and reliability
Effective time management with the ability to work to deadlines
Ability to work effectively under pressure, prioritising work
The ability to be both proactive and reactive to changes
Experience of dealing successfully and diplomatically with staff and students
Aptitude to adapt to changing circumstances
Ability to take initiative and accept responsibility
To maintain professional relationships
Capacity to listen and follow instructions
Work effectively as part of a team and at times work independently
Follow instructions accurately
High personal expectations
Awareness of, and commitment to, equalities issues
Act as a role model for colleagues upholding the standards and expectations of the school vision and ethos, as defined within school policies

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.