

Job description

Job title:	Exam Invigilator
Responsible to:	Data Manager / Exams Officer
Responsible for:	NA
Location:	Lift Clacton
Hours of work:	Casual
Salary:	SCP

Overview of the role:

The role of the Exam Invigilator is to implement examination procedures and ensure the proper conduct of examination candidates, under the direction of the Exams Officer and in accordance with the Joint Council for Qualifications (JCQ) Regulations.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Pre-exam duties

- Attend required meetings and training related to exam invigilation.
- Ensure the examination room is set up according to the seating plan.
- Lay out and collect candidate cards.
- Verify student identity and check attendance against the exam register.
- Distribute appropriate examination papers and materials to candidates.
- Provide clear instructions to students regarding exam procedures and regulations and instruct candidates to begin examinations.
- Record examination start and finish times.

During exam duties

- Ensure that all candidates comply with any instructions.
- Ensure silence in the examination room and handle any disruptions or emergencies according to school policies and procedures.
- Circulate the examination room, supervising candidates and ensuring no candidate has forbidden items and removing any found.
- Ensure that candidates do not converse, signal, or otherwise communicate with each other. To record any incidents and report these to the Senior Invigilator, Exams Officer or other appropriate person.
- Address any queries raised by candidates, clarifying exam procedures without compromising exam integrity.
- Undertake reading and/or scribing functions for students during examinations. [optional]
- Be aware of and comply with policies and procedures (in particular fire procedures for students during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the Data Manager/Exams Officer.

Post-exam duties

- Collect candidate examination papers and materials according to instructions, returning to the Exams Officer.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct while outside the room.
- Assist in clearing the examination venue and restoring it to its original condition if required.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- Experience in managing large groups of people.

Desirable

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.
- Experience of working with children or in an education setting.

Knowledge and skills

Essential <ul style="list-style-type: none"> • Good literacy skills. • Ability to follow a schedule to deadlines. • Ability to resolve problems independently and use initiative. 	Desirable <ul style="list-style-type: none"> • Knowledge of exam procedures and protocols.
Leadership skills	
Essential <ul style="list-style-type: none"> • Good communication skills with ability to use clear language to communicate information unambiguously. • Ability to stay calm under pressure. • Ability to work effectively as part of a team. • Ability to build and maintain effective relationships with others. 	Desirable <ul style="list-style-type: none"> • N/A
Personal attributes and behaviours	
Essential <ul style="list-style-type: none"> • Student-focused, with a patient and sensitive approach to working with individuals who require additional support. • Resilience to manage unexpected situations with professionalism. • High level of integrity and professionalism. • Ability to use own initiative within established working practices. • Demonstrate a commitment to equality. 	Desirable <ul style="list-style-type: none"> • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: <ul style="list-style-type: none"> ○ Share ideas early, often and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services. 	