

Job Description

Job Title:	Exam Invigilator
Location:	Maltings Academy
Hours of work:	Adhoc - Casual Contract
Reports to:	Exams Officer

Purpose of the Role:

The individual in this position provides invigilation for external examinations at the school. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- Invigilate examinations in line with Examination Board and Academy regulations.
- Ensure an appropriate atmosphere in the examination room, to optimise students' performance.

Duties:

- To set up the examination room.
- To ensure all candidates receive appropriate examination question papers and answer papers and are seated before opening the question papers.
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
- To invigilate examinations, watching students to ensure malpractice does not occur.
- To ensure candidates obey the regulations of an examination room and behave appropriately in an examination setting.
- To be aware of any needs that candidates may have during an examination.
- To collect the examination papers and hand to the lead invigilator at the end of the examination.
- To maintain security and confidentiality.
- To complete attendance records.
- To ensure no inappropriate items are brought into the examination room, such as personal stereos and revision notes.
- To collect and store mobile phones securely for the duration of the examination.
- To ensure there is no talking or disruption for the candidates after entering the examination room.
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper.
- To assist in other activities as may reasonably be requested by the centre from time to time

Other duties

- Invigilating individual candidates with extra time in small examination rooms.
- General sorting or checking of examination papers/stationery.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, 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.

Equality, Equity, Diversity and Inclusion

At AET, 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. Join our family and help us inspire every child to choose a remarkable life.

Person Specification



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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE A-C Grade in English or equivalent 	<ul style="list-style-type: none"> GCSE A-C Grade in maths
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of busy work/school environment Customer Service environment Working as part of a team 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
	Forward and strategic planning	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
	Budget (size and responsibilities)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> Excellent communication skills The ability to relate well to people of all ages and backgrounds A responsible attitude to work Ability to relate to candidates yet maintain an air of authority A non-judgemental approach Good team working skills Good organisational skills Able to prioritise tasks 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Patient understanding attitude Common sense Tact and patience 	<ul style="list-style-type: none">



		<ul style="list-style-type: none">● The ability to stay calm in an emergency	
	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
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● Show 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	<ul style="list-style-type: none">●