

### JOB DESCRIPTION

<b>POST:</b>	<b>Exam Invigilator</b>
<b>GRADE:</b>	<b>Grade CD1, SCP3</b>
<b>RESPONSIBLE TO:</b>	<b>Examinations Officer</b>
<b>STAFF MANAGED:</b>	<b>None</b>
<b>JOB PURPOSE:</b>	To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best.
<b>JOB CONTEXT:</b>	<p>All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES:</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Supervise the candidate's entry into the examination venue.</li> <li>• Ensure correct identification of all candidates.</li> <li>• Invigilate the examination/test.</li> <li>• Respond to pupil requests during the examination.</li> <li>• Ensure no unauthorised material is consulted.</li> <li>• Escort candidates from the location during the examination, such as toilet breaks.</li> <li>• Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health &amp; safety emergencies.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate examination procedures and conditions to pupils clearly and oversee behaviour.</li> <li>• Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify candidates of the start and finish times of the examination.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures.</li> <li>• Distribute additional paper and equipment as required.</li> <li>• Collect examinations papers from the candidates at the end of the examination.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.</li> <li>• Be aware of own (and others') professional boundaries.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Ensure the candidate attendance and absence records are completed accurately.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• Ensure the accurate timing of the examination.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>

<p><b>Flexibility</b></p>	<ul style="list-style-type: none"> <li>• Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures.</li> </ul>
<p><b>Customer Service</b></p>	<ul style="list-style-type: none"> <li>• Coast and Vale Learning Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• Coast and Vale Learning Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
<p><b>Date of issue</b></p>	<p>September 2024</p>

**Person Specification**

**Exam Invigilator**

<b>Essential upon appointment</b>	<b>Desirable upon appointment</b>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Basic understanding of exam rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of examination board rules and regulations</li> <li>• An understanding of examination processes</li> <li>• Knowledge of school behavioural policies</li> </ul>
<b>Experience</b>	
	<ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> <li>• Experience of invigilating examinations/tests</li> </ul>
<b>Occupational Skills</b>	
<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Accuracy and attention to detail</li> <li>• Flexible</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• Good literacy and numeracy skills</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.</li> </ul>	
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Reliable and punctual</li> <li>• Ability to work calmly under pressure</li> <li>• Ability to make decisions quickly</li> <li>• Observational skills</li> </ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> </ul>	