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| Job Title | Exam Invigilator |
| Reporting To | Examinations Officer |
| Salary | Bucks Pay Range 2, Point 11 to 15 |
| Tenure | Permanent, Full -Time |
| Hours | As and when required |
| Core Hours | Variable 8.30am up to maximum 12.30pm Morning Session 1.00pm up to maximum 5.30pm Afternoon Session |
| Paid Working Hours Per week | Variable |
| Notice Period | TBC |

Purpose of Role

The overall accountability of this post is to support the administration, organisation and invigilation of internal and external examinations, to ensure they are conducted efficiently and with scrupulous integrity, in accordance with the regulations laid down by the Awarding Bodies.

Duties Specific To The Postholder

Responsibilities:

- To check the exam venue arrangements are a suitable environment for the conduct of examinations as laid out in the examinations guidelines.
- To ensure the candidates obey the regulations of an examination room and no inappropriate items are brought in such as revision notes or other paperwork unless told otherwise.
- To ensure you have all necessary items prior to the start of the examination.
- To ensure that all candidates receive the appropriate examination question paper and answer paper.
- To check the attendance register and seating plan have been completed and to record the presence of all persons who enter the examination room.
- To report absentees to the Attendance and Punctuality Officer and the Examinations Officer for action.
- To ensure that all candidates are aware of the pre-examination start information and of any erratum notice that may affect them.
- To be aware of any needs that candidates may have during an examination and ensure there is no disruption for them once an examination has begun.
- To ensure all scripts and loose sheets are fastened before the scripts are collected in register order and then taken immediately to the Examinations Office.
- To attend the annual Examination Invigilator update training course and any other appropriate course as necessary.
- To provide comfort and support to students during periods of contact and to help promote a general feeling of well-being within the school.

Accountabilities:

- To undertake all invigilation tasks for the smooth running of external and internal examinations, liaising with the Examinations Officer as required.
- To ensure that all examinations are invigilated in accordance with the JCQ 'Invigilation and Conduct of Examinations' booklet.

- To maintain security and confidentiality of all examination materials, including question papers, in accordance with the regulations.
- To report immediately to the Examinations Officer any infringement of the regulations that might occur before, during or after an examination or any irregularity suspected.
- To demonstrate the capacity to investigate, solve problems and seek advice from the Examinations Officer where necessary.
- To demonstrate the capacity to make points clearly and to understand the views of others.

Personal and Professional Standards

- To be committed to safeguarding and promoting the welfare of students
- To support the clearly defined visions and values of the school
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance development review (PDR) cycle for support staff, to take responsibility for personal continued professional development, making full use of the school's CPD opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including families, students, all staff and visitors
- To contribute actively to the Academy's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- To be aware of and comply with all relevant policies and procedures within the Academy, particularly those relating to child protection, equality, health and safety, bullying, behaviour and confidentiality. It is the duty of all colleagues to report breaches of Academy policies or procedures to the Headteacher

General Requirements

- To undertake such other duties as reasonably correspond to the general character of the post.

This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.

The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

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| <u>Headteacher:</u> | <u>Post Holder</u> |
| Signature: | Signature: |
| Name: | Name: |
| Date: | Date: |

Person Specification – Exam invigilator

Evidence Key

A = Application

I = Interview

T – Task

R = Reference

| Criteria | Essential / Desirable | Evidenced by A, I, T, R |
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| GCSEs (or equivalent) with grade C or above in English and Maths | D | A, I |
| Experience working as an invigilator within a school environment | D | A, I |
| Effective communication skills with young people and adults | E | A, I |
| Ability to follow written procedures to carry out tasks | E | A, I |
| Meticulous attention to detail | E | A, I |
| High level of confidentiality | E | A, I |
| Reliable | E | A, I |
| Flexible over working hours | E | A, I |
| Ability to remain calm under pressure or during unexpected circumstances. | E | A, I |
| Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. | E | A, I |
| Ability to work to predetermined instructions. | E | A, I |