**Job Description**

**Post: Examination Invigilator**

**Department: Exams**

**Grade/Salary: £10.42 per hour**

**Responsible to: Exams Officer**

**Key Accountabilities**

* To participate in conducting pre public and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.
* The majority of your time will be spent with our students who have Access Arrangements. This may include reading or scribing for them. You may also be required to invigilate off site.

**Values & Ethos**

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Our values create and underpin our ethos as well as launching well rounded, good young people into society ready to cope with and excel in all that they do. Our values ensure and secure a vibrant community in which to flourish. Central also to all we do, is the encouragement and promotion of aspiration for staff, students and parents. If we all believe we can be the absolute best we can, within and outside our capabilities, then the learning process can’t go wrong.

**Values and Behaviour:**

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

**Personal and Professional Conduct:**

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

**Key Responsibilities**

* To check the examination room prior to the arrival of candidates to ensure that:
* Heating, lighting, ventilation and levels of extraneous noise are acceptable
* No display materials that might be helpful to candidates are visible
* A reliable clock of readable size is visible to each candidate
* The Warning to Candidates is displayed both inside and outside the examination room
* The Notice to Candidates and Mobile Device Poster are displayed in a public place outside the examination room
* The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
* To prepare any laptops or PC’s as required
* To be fully aware of the regulations according to JCQ “Instructions for Conducting Examinations”, and adjustments for candidates with disabilities and learning difficulties.
* To facilitate access arrangements for candidates, for example as a reader, scribe, etc.
* To take all reasonable steps to ensure that:
* The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
* Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
* To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
* To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
* To complete the Attendance Register during the examination and inform the Exams and Attendance Office of any absentees.
* To know the actions to be taken in the event of an emergency such as an emergency evacuation.
* At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the exams officer.
* To collect all unused stationery in the Examination room and return it to the Exams Office. To ensure that the room is left in a tidy condition.
* Undertake any other job-related activities as requested appropriate to the grading of the post to meet the changing needs of the School.
* Perform all of the above duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.
* To complete online training as required.

**General responsibilities**

* To be aware of and work in accordance with the school’s safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
* To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection)
* To maintain confidentiality of information acquired in the course of undertaking duties for the department
* To be responsible for your own continuing self-development, undertaking training as appropriate
* To up hold the ethos and standards established within the Academy and contribute to improvement at all levels

**Additional Duties**

* All staff, with the support, of the academy’s designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
* To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy’s health and safety at work policy.

**Competencies to be evidenced**

* Team working
* Active Listening
* Motivational ‘can do’ attitude
* Initiative

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at The Marlborough Science Academy

Signed

Employee Date

Line manager Date

**Personal Specification**

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role

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| --- | --- | --- |
| **Attribute** | **Essential** | **DesirableDesirable** |
| **Qualifications and training** |  |  |
| **Experience** | * Ability to work with a minimum of supervision and within a team * Experience in working with confidential issues/matters | * Previous experience of working with young people or in a school environment |
| **Knowledge and skills** | * Excellent communication skills and   the ability to communicate effectively   * Ability to organise and prioritise tasks effectively * Good organisational and interpersonal skills | * Awareness of Keeping Children Safe in Education * Awareness of GDPR and confidentiality |
| **Personal qualities** | * Ability to use initiative * Ability to work well under pressure * Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy |  |