

Job Description	
Post:	Exam Invigilator
Pay Scale:	Grade 2 (scp 4)
Responsible to:	Exams Officer
Responsible for:	N/A
Main Location:	School-based
Purpose of the role	
• To assist the Examinations Officer in the smooth and efficient administration of examinations. • To supervise pupils during examinations, in line with the Guidance for Invigilators instructions provided by the Examinations Boards. • To assist in the appropriate preparation of the examination room, laying out equipment as required for the specific examination being taken. • To admit candidates to the examination room and assist them to find their allocated seats quietly and efficiently. • To distribute question papers, answer booklets and associated materials at the beginning of the examination, and collect them at the end. • To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in each examination room and that exam board instructions to candidates are displayed in line with legal requirements. • To supervise the candidates in a quiet and unobtrusive manner, to ensure that the regulations on conduct, communication etc. are strictly observed. • To respond to candidates' queries in accordance with the examination regulations. • To supervise and monitor candidates during the examination, to ensure any minor behaviour issues are dealt with in line with school policy, no unauthorized material is accessed, any breaches of Examination Code of Conduct are reported to the supervising teacher/invigilator immediately. • To escort/supervise candidates who may need to leave the examination room in an emergency. • To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked. • To sort sets of completed papers alphabetically at the end of the examination, in preparation for posting. • To assist the Examinations Manager with examination administration, from the initial entry through to the data analysis, using the appropriate software as required. • To liaise with the Examinations Manager/Examination Boards/SENCO to ensure that provision is made for pupils who require special consideration. • To ensure that the casual invigilators are familiar with the Guidance for Invigilators instructions, as provided by the Examination Boards. • To receive and store examination papers appropriately in a secure location.	

- To open and check materials received, in accordance with the Examinations Board regulations, allowing sufficient time to identify and resolve any discrepancies.
- To check examination desks for any graffiti and liaise with the caretaker to ensure it is removed.
- To manage the dispatch of completed scripts to nominated markers.
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Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Desirable	A/I
To be literate and numerate	Essential	A/I
Knowledge & Experience		
Experience of administrative work	Essential	A/I
Experience of working in a school setting	Desirable	A/I
Knowledge and understanding of school roles and responsibilities	Essential	A/I

Knowledge and understanding of the importance of safeguarding/child protection when working in a school setting	Essential	A/I
Technical Skills & Abilities		
Excellent communication skills	Essential	A/I
Ability to supervise groups of pupils	Essential	A/I
Able to work within a team environment	Essential	A/I
Able to work effectively under pressure	Essential	A/I
Able to use initiative to solve problems, working within policies and procedures	Essential	A/I
Excellent organisational skills	Essential	A/I
Ability to converse at ease with customers and service users and provide relevant advice	Essential	A/I
Special Working Conditions		
Able to meet the changing demands of the role	Essential	A/I
Personal characteristics		
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R