Job Description	
Post:	**Examinations Invigilator**
Pay Scale:	**Grade 2 SCP 3-4**
Responsible to:	**Examination Officer**
Main Location:	**St. Cuthbert's RC High School**

Main Duties

Core Purpose:
To play a role under the direction of the Exams Officer in enhancing the examination process for all pupils in the school through upholding the integrity of the internal and external examinations.

Main Duties

- To assist the Exam Officer in the smooth and efficient administration of the examination process
- To uphold the integrity of the external examination process.
- To ensure all internal exams are conducted to the Joint Council for Qualifications standards.
- Ensure all candidates have an equal opportunity
- Maintain the integrity of exams by giving all your attention to conducting the examination properly
- Observe candidate's in the room at all times
- Ensure exams security before, during, and after the exam
- Prevent possible candidate malpractice
- Prevent possible administration failures
- Assist the Exams Officer in preparing for examinations
- Inform the Exams Officer or Headteacher if you are suspicious about any malpractice or administration failures to be dealt with correctly.
- 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.

Additional Duties

- Identify and register candidates
- Ensure that examination conditions continue throughout extra time
- Supervising candidates during rest and clash breaks
- Maintain a visible, professional, and high profile within the school
- Ensure the correct procedures are followed for the end of the exam and candidates are dismissed appropriately
- Ensure that all exams scripts and other materials are returned securely to the Exams Officer and stored safely

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 or marital status or whether you are pregnant or on parental leave or from a socio-economic background. 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		
Experience working as an invigilator (Desirable)	D	A/C
Knowledge & Experience		
The ability to use ICT Effectively	D	A/I
The ability to work with children and manage behaviour	D	A/I
Always prepared to put the students' needs first	E	A/I
Understanding of the importance of safeguarding/ child protection when working in a school setting	E	A/I
Diplomatic with the ability to develop and maintain effective relationships	E	A/I/R
Knowledge of data protection and understanding of the importance of maintaining confidential information.	E	A/I
Technical Skills & Ability		
Excellent organisational skills, with the ability to work to tight deadlines.	E	A/I
Good communication skills and an ability to relate well with others.	E	A/I
Ability to work on own initiative as well as part of a team.	E	A/I
Ability to establish working systems and ensure an efficient working environment	E	A/I
Able to follow instructions and work within policies and procedures	E	A/I
Ability to act quickly and sensitively under pressure	E	A/I
Personal characteristics		
Professional appearance and manner, with the ability to promote a positive ethos in school	E	A/I
Flexible in approach and able to meet the changing demands of the role	E	A/I