



## Job Description

<b>Job Title:</b>	<b>Invigilator</b>
<b>Grade:</b>	<b>B3 SCP 18 - £9.78 per hour</b>
<b>Responsible to:</b>	<b>Exams Officer</b>
<b>Main purpose:</b>	<b>Invigilation of School Examinations</b>

### Main responsibilities:

- Preparing allocated exam rooms to ensure they are compliant with exam conditions
- Offering advice and guidance to unregistered candidates without allocated seats
- Ensuring that candidates do not talk or misbehave once inside examination venues reporting any concerns regarding behaviour to the Exams Officer
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations
- Recording details of late arrivals and early leavers and collecting scripts from early leavers
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- Collecting and collating scripts at the end of the examination in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- Assisting Examinations and Awards office staff with other examination processes. This activity may include:
  - Acting as a scribe
  - Delivering scripts to departmental and school offices

### Other responsibilities:

- Contribute to the overall ethos/work/aims of the academy
- Be aware of, and comply with, policies and procedures relating to child protection and safe-guarding, reporting any concerns to a designated person
- Be aware of, and comply with, health and safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership
- Support the School's Equality and Diversity Policy
- Appreciate and support the work of other professionals
- Undertake any other duties commensurate with the grade of the post

### Any special conditions of service:

This is casual, ad-hoc, term-time working. There may be a need to work outside of school hours and off school premises across the Multi Academy Trust, as required by the Academy. No smoking policy.

## PERSON SPECIFICATION

The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS AND EXPERIENCE</b>			
Good numeracy and literacy skills. Effective written and oral skills. Good communication skills.	Application form and selection process	Previous experience of working as an exams invigilator	Application form, selection process and references
Effective organisational and time management skills. Able to remain calm under pressure, work to deadlines.	Application form and selection process	An understanding of examination processes	Application form and selection process
Ability to relate well to children and adults on all levels.	Application form and selection process	Experience of working in a similar supporting role	Application form and selection process
Work constructively as part of a team.	Application form and selection process		
Ability to work autonomously and under your own initiative.	Application form and selection process		
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>			
Accuracy and attention to details	Application form, selection process.		
To be reliable and punctual.	Application form, selection process.		
To have a polite, friendly and flexible approach to work.	Application form, selection process.		
To follow instructions.	Application form, selection process.		
To keep calm and maintain an air of authority.	Application form, selection process.		

**There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check**

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