

Ambition · Bravery · Respect



Northern Ambition Academies Trust

Examination Invigilator

Job Description & Person Specification

Our Values

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults. To do this, we keep the following values at the heart of everything we do:



Ambition

- We aim high and don't put limits on ourselves or other people.
- We are relentless in assessing our performance and seeking to continuously improve.
- We make the most of the opportunities offered to us to help us achieve our goals.



Bravery

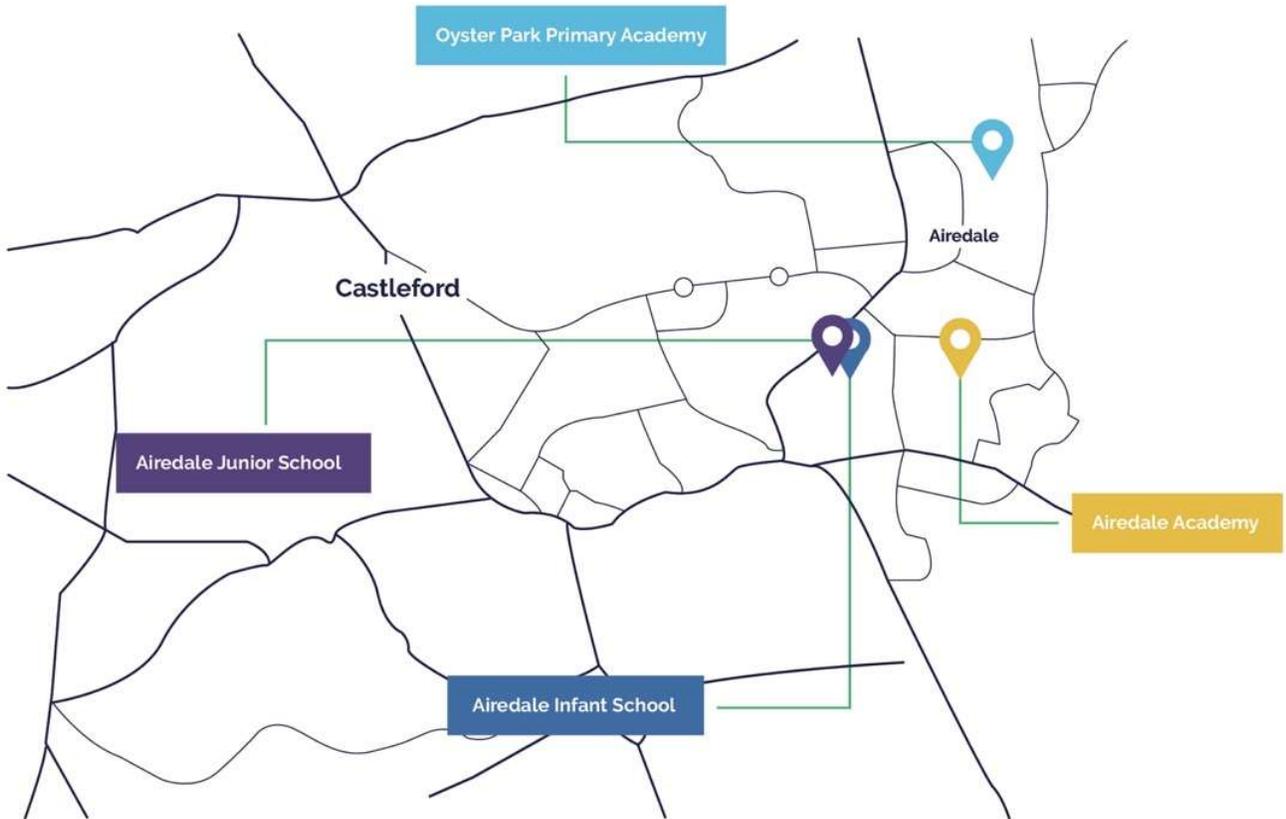
- We try new things and see mistakes as opportunities to learn.
- We don't shy away from tough decisions or difficult situations.
- We don't give up if things are hard.



Respect

- We think about the impact of our actions on others in the choices we make.
- We value what makes us different and believe everyone has something to contribute.
- We encourage honest, open debate and listen to constructive feedback about how to make things better.

Our Academies



Job Description

Exam Invigilator

Responsible For

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Airedale Academy instructions.
- To play a key role in upholding the integrity of the examination process.

Liaising with

Senior Leadership Team, Exam Officer, Teachers and non-teaching support staff and students..

Working Conditions

- The post holder is required to be physically mobile, as the post is based primarily in a hall, where duties involve standing, walking and sitting for periods of time.
- An occasional requirement to act as a Scribe or Reader for students.

Characteristics of the Post

The ability to regularly attend meetings as required by the Principal/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of entitlement to work in the U.K.

Evidence of essential qualifications – see page 1 of the job specification

Two satisfactory references

Confirmation of medical fitness for employment

Registration with appropriate bodies (where applicable)

Evidence of a satisfactory safeguarding check eg DBS check at the relevant level

Applicants will also be asked to declare (if they have invigilated previously), whether they have any current maladministration/malpractice sanctions applied to them.

Main (Core) Duties

Key Outcomes/Activities

Before Exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruptions or irregularities
- To complete attendance registers
- To deal with candidate queries

After Exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To securely return all exam scripts and exam materials to the exam officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example supervision of clash candidates between exam sessions
- Facilitating access arrangement for candidates, for example as a reader, scribe etc (full training will be provided)
- Exams related administrative tasks

Additional Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy/Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal/the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Exam Invigilator

Essential Criteria

Personal Attributes

- Ability to related well to children and adults
- Work constructively as part of team, understanding roles in school and responsibilities and your own position within these
- Be flexible
- Have effective communication skills
- Be confident and a reassuring presence to candidates in exam rooms

Desirable Criteria

Qualifications & Training

- Invigilator training

Experience

- Previous invigilator experience

Recruitment Process

1

Advert posted with job description and person specification.

2

Candidates invited to look around if desired.

3

Shortlisting process.

4

Candidates invited to interview, and references requested.

Interview days may include a task or teaching example depending on the role.

5

Offer made to successful candidate(s).

6

Pre-employment checks completed.

7

Start date and induction period.



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