

Post title	Examination Invigilator
Reporting to	Exams Officer
Working Time	Ad hoc during exam seasons
Salary/Grade	£9.25 per hour (plus holiday pay)

PURPOSE OF THE POST	
Responsible for	<ul style="list-style-type: none"> 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, Exams 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 Scribe or Reader for students.
Characteristics of the post	<p>The ability to occasionally attend meetings as required by the Headteacher/Line Manager.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> Evidence of entitlement to work in the U.K. Childcare Disqualification Declaration (where applicable) Evidence of essential qualifications – see page 1 of this job specification Two satisfactory references Confirmation of medical fitness for employment Registration with appropriate bodies (where applicable) <p>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 a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure</p> <p>Applicants will also be asked to declare (if they have invigilated previously), whether they have any current maladministration/malpractice sanctions applied to them.</p>

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/ Training		Invigilation training
Knowledge		
Experience		<ul style="list-style-type: none"> • Previous invigilator experience
Competencies and other skills required	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Work constructively as part of a 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. 	

MAIN (CORE) DUTIES	
Working with students	<p>Before exams</p> <ul style="list-style-type: none"> • 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 <p>During exams</p> <ul style="list-style-type: none"> • 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 disruption or irregularities • To complete attendance registers • To deal with candidate queries <p>After exams</p> <ul style="list-style-type: none"> • To collect exam scripts • To dismiss candidates from the exam room • To securely return all exam scripts and exam materials to the exams officer <p>Other</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • supervision of clash candidates between exam sessions • facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided) • exams-related administrative tasks
--	---

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 school 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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date completed	December 2021
-----------------------	---------------