



Exam Invigilator

| | |
|----------------------|------------------------------|
| Salary / grade range | SCP 7 - £10.41 per hour |
| Location | Co-op Academy Priesthorpe |
| Reports to | Exams and Curriculum Officer |

Purpose of role:

To help oversee and supervise internal and external examinations as and when the Academy requires. You will ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. Invigilators enhance the calm, orderly environment by being extremely reliable, highly flexible and relating positively to learners.

Key accountabilities (and specific duties / responsibilities):

Main Duties:

- Ensure the Academy complies with all necessary exam board regulations • To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer papers
- To be aware of any needs that candidates may have during an examination • To consult the Examinations Officer of any problems with candidates/staff • To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Examinations Officer
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, watches, ipods, revision notes or other paperwork unless told otherwise • Ensure all candidates are aware of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun



- To ensure that invigilators **DO NOT** help candidates in any way with the question paper • To be comfortable in a pressurised environment
- To assist in other activities as may reasonably be requested by the Academy from time to time

Health and Safety

- Know how to deal with emergencies in examination conditions including evacuation routes from the building
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the Academy on all issues to do with Health, Safety and Welfare
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post
- This job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.
- This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Co-operative values and principles.

NOTES

- This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.



| Personal attributes required (based on job description): | | |
|--|---|---|
| Attributes | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications <ul style="list-style-type: none"> • Knowledge/skills equivalent to current national qualifications level 1 • Basic awareness of relevant health and safety | | A |
| Experience <ul style="list-style-type: none"> • Experience of working in a school • Experience of working with children • Awareness of safeguarding | Desirable Desirable | A/I |
| Skills, Ability, Knowledge <ul style="list-style-type: none"> • An ability to communicate with a wide range of people • Ability to work unsupervised and as part of a team • Commitment to providing a high standard of support within the Academy | | |
| Personal Qualities <ul style="list-style-type: none"> • Reliable and trustworthy • Flexible approach to working arrangements • Willing to undertake training where necessary • Able to relate positively to learners | | |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.