**Job Title:** Invigilator

**Pay Scale:** NJC 2

**Location:** The Birley Academy

**Line Manager:** Senior Invigilator/Data & Exams Manager

**Job purpose:**

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of exam papers and procedures are followed during examination sessions.

**Duties and Responsibilities:**

* To assist in setting up examination rooms
* Ensure all candidates receive appropriate examination questions and answer papers
* To be aware of the needs that any candidates may have during the examination
* To ensure all scripts are collected in candidate number order and papers are supervised as required until they are delivered to the registry
* Ensure all candidates obey the regulations of the exam room as laid out in guidelines
* Maintain security and confidentiality record attendance on official examination registers
* Ensure no appropriate items are brought into the examination room such as mobile phones, stereos, revision notes or other paperwork unless specifically advised to do so
* Ensure all candidates are aware of the pre-exam start information and any other notices that may affect them
* Ensure there is no talking or disruption once the exam has begun
* Ensure candidates are seated before opening question papers
* Ensure that no invigilators help candidates in any way with the question paper
* Sign the confidentiality declaration
* Assist in other related activities as may be required from time to time

**Influencing and Managing Relationships:**

* Headteacher
* External agencies, such as sports coaches and behaviour mentors
* Senior Leadership Team
* Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

**Invigilator Person Specification**

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **E** | **D** |
| **Qualifications and Attainments** | * A level of numeracy and literacy sufficient to carry out the duties of the post. | E |  |
| **Skills and**  **knowledge** | * Able to follow specific direction and guidelines * Able to work as part of a team and contribute towards its success * Able to prioritise own workload and work to deadlines * Able to exercise confidentiality | E  E  E  E |  |
| **Experience** | * Experience of working with children. |  | D |
| **Personal Attributes** | * Have good interpersonal skills to communicate with children * Have a positive attitude to personal development and training * Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility | E  E  E |  |
| **Additional Requirements** | * This role is subject to an enhanced DBS | E |  |