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| **Job Title:** | **EXAMINATIONS INVIGILATOR** |
| **Grade:** | £10.00 per hour |
| **Responsible To:** | Assessment Manager |
| **Job Purpose:** | To provide an efficient and effective invigilation support service to theAcademy’s examination process by adhering to the policies set by the Academy in order to meet the rules and regulations provided by the Awarding Body and the Joint Council for General Qualifications. |
| **MAIN DUTIES AND RESPONSIBILITIES:** |

1. Be available to work during exam periods, i.e. May and June.
2. Attend a training session before the main exam period.
3. Report to the Assessment Manager at the beginning of every session, in order to receive

instructions for the day.

1. Follow instructions set by the Academy in order to adhere to the procedures and

regulations set by the Joint Council for General Qualifications (JCQ).

1. Assisting with setting up examination rooms by laying out stationery, equipment and

examination papers.

1. Assisting candidates when they arrive at the exam venue prior to the start of

examinations where necessary.

1. Ensuring that regulations about possessions permitted in examination rooms are

adhered to.

1. Reading out instructions, including any erratum notices, at the start and end of the exam.
2. Ensuring exam conditions are maintained until candidates leave the exam room.
3. During the exam to attend to queries raised by candidates and reporting any

examination irregularities, malpractice or inappropriate behaviour to the Assessment Manager.

1. Dealing with candidates that are late.
2. Being aware that on occasions, you may be the sole invigilator in an exam and have the

ability to supervise candidates in a quiet and unobtrusive manner; you may also be asked to invigilate outside an exam room.

1. Maintenance of accurate records including checking attendance during examinations and

recording details of late arrivals.

1. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that

examination regulations are observed at all times.

1. Supervising candidates leaving examination rooms, ensuring that candidates do not remove

equipment or stationery from the exam room and ensuring that candidates leave the exam

room in an orderly and quiet manner.

1. Collecting and collating scripts at the end of the examination in accordance with procedures.
2. Maintain absolute confidentiality where appropriate in matters relating to examination paper

content and the conduct or circumstances of staff and/or candidates.

1. Ensuring that all scripts, exam materials and unused question papers are given to the Exams

Officer.

1. Reporting any malpractice or suspected malpractice to the Assessment Manager.

**This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service regarding any previous criminal record.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Limehurst Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.**



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| **Job Title: INVIGILATOR** |  |  |  |
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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| * Level 2 qualifications in maths/numeracy and English/literacy
 |  | ✓ | App/Doc/Ref |
| * Able to demonstrate competency in literacy and numeracy equivalent to level 2
 | ✓ |  |  |
|  |  |  |  |  |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| * Experience of supporting teaching and learning in a formal setting, or of invigilating exams
 |  | ✓ | App/Int/Ref |
| * Experience of supporting students with special educational needs
 |  | ✓ |

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| **Personal Qualities** | **Essential** | **Desirable** | **How assessed** |
| * Ambition for self and others
 | ✓ |  | App/Int/Ref |
| * Genuine concern for others
 | ✓ |  |
| * Good sense of humour
 | ✓ |  |
| * Decisive, determined and self-confident
 | ✓ |  |
| * Integrity, trustworthy, honest and open
 | ✓ |  |
| * Accessible and approachable
 | ✓ |  |
| * Manages change sensitively and skilfully
 | ✓ |  |
| * Excellent attendance and punctuality
 | ✓ |  |
| * Excellent interpersonal skills
 | ✓ |  |

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| **Skills, Attributes & Knowledge** | **Essential** | **Desirable** | **How assessed** |
| * Skills and knowledge to deal with student safety and behaviour
 | ✓ |  |  |
| * Accuracy and attention to detail
 | ✓ |  |
| * A flexible approach to work
 | ✓ |  |
| * Ability to relate to candidates yet maintain an air of authority
 | ✓ |  |
| * Ability to work to instruction
 | ✓ |  |  |
| * Ability to work independently, or as part of a team
 | ✓ |  |  |
| * Ability to show sense and initiative
 | ✓ |  |  |
| * Ability to work effectively under pressure
 | ✓ |  |  |
| * Ability to prioritise and meet deadlines
 | ✓ |  |
| * Commitment to continued personal development
 | ✓ |  |
| * Ability to focus on standards and the belief that all students can succeed given the right opportunity and support
 | ✓ |  |
| * Demonstrate a commitment to equal opportunities
 | ✓ |  |
| * A willingness to relate to the local community
 | ✓ |  |
| * Good ICT skills
 | ✓ |  |
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| **Factors not already covered** | **Essential** | **Desirable** | **How assessed** |
| * Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995 and the Equality Act 2010.
 | ✓ |  | Int |

**App = Application Form**

**Int = Interview**

**Ref = Reference**