

**SUPPORT STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Examination Invigilator
<b>CONTRACTED HOURS</b>	Casual
<b>LOCATION</b>	Thomas Gainsborough School, flexible across the Trust
<b>GRADE / SCALE POINT – SALARY</b>	Grade 2
<b>REPORTING TO</b>	Examinations Officer

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Thomas Gainsborough School instructions
2. To play a key role in upholding the integrity of the examination/assessment process

**KEY TASKS & RESPONSIBILITIES**

**Before exams**

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential 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
- To start exams

**During exams**

- To supervise and observe 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 incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

**After exams**

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

### **Other**

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

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.



## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Specific skills and Knowledge</b>	Effective oral/written communication skills Numeracy	An understanding of examination processes
<b>Personal attributes</b>	Accuracy and attention to detail Flexible approach to work Ability to relate to academic staff and students Ability to work under pressure and to tight deadlines	

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.