**HOLY TRINITY ACADEMY**

**EXAM INVIGILATOR**

**Salary Scale 3**

**Part time casual hours, term time exam seasons**

**Job Description**

|  |
| --- |
| **Job Purpose** |
| To support the Examinations and Data Manager in ensuring the fair and proper conduct of examinations in an environment that enables our pupils to perform at their best and within the required exam conditions. |
| **Major Tasks**  |
| To support the Lead Invigilator with the day to day operation of examination venues which may include:* Assisting with the setting up of examination venues by putting out stationery, equipment and examination papers in accordance with strict procedures.
* Closely following and enforcing exam procedures and regulations.
* Assisting candidates prior to the start of the examinations by directing them to their seats and advising them about possessions permitted in examination venues.
* Ensuring that candidates do not talk once inside the examination venues.
* Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
* Checking attendance during examinations.
* Recording details of late arrivals and early leavers and collecting scripts from early leavers.
* Escorting candidates from venues during examinations as required and supervising candidates whilst outside examination venues.
* Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
* Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.
* Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
* Assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate.
* Assisting with the preparation of seating plans.
* Safeguarding and promoting the welfare of children and ensuring they have a safe environment in which to learn
 |
| **Contacts & Relationships** |
| * Provide general advice and guidance to staff and pupils.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
 |
| **Creativity** |
| * Nothing specific applicable to this post.
 |
| **Decisions** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support difference, and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
 |
| **Management & Supervision** |
| * No line management responsibilities.
 |
| **Supervision Received** |
| * To work under the direction of the Examinations and Data Manager and Lead Invigilator.
 |
| **Complexity** |
| * Ability to follow strict procedures and regulations.
 |
| **Resources** |
| * Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, Internet).
* Maintain the highest standards of confidentiality and data protection in a discreet and professional manner.
 |
| **Physical Demands** |
| * The level of physical demands would be that expected of a typical desk based job.
 |
| **Working Environment** |
| * The role will involve working indoors in an office environment,
 |
| **Emotional Context**  |
| * Nothing specific applicable to this post.
 |
| **Other** |
| The postholder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The post holder will be expected to participate in training and other learning activities and performance development as required.The postholder will be expected to actively follow School policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

|  |  |
| --- | --- |
| **Criteria** | **Standard** |
| **Qualifications** | * Good level of education
* 5 GCSE’s including English and Maths
 |
| **Experience** | * No previous experience necessary as training will be given
 |
| **Knowledge** | * No previous knowledge necessary as training will be given
 |
| **Skills** | * Reliable, punctual and flexible
* Good organisation skills
* Ability to work constructively as part of a team, understanding school roles & responsibilities and your own position within these
* Methodical with good attention to detail
* Good numeracy and literacy skills
* Ability to relate well to children and adults
 |
| **Personal style & behaviours** | * Takes responsibility and accountability
* Demonstrates a flexible and “can do” attitude
* Committed to the provision and improvement of a quality service
* Effective communicator
* Self-motivated and committed to delivering a high standard of work
* Ability to work well under pressure
 |
| **Fluency Duty** | This post has been identified as a customer-facing role and therefore the School is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. The School is obliged to ensure member of staff in such roles are able to have a command of spoken English, which is sufficient to enable the effective performance of their role.The role will need to understand with ease virtually everything heard or read, can summarise information from different spoken and written sources and can express themselves spontaneously and very fluently and precisely, differentiating finer shades of meaning even in the most complex situations. |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

|  |  |
| --- | --- |
| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | ✓ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity | ✓ |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>