

Job Description and Person Specification

Role

Exam Invigilator

Beckfoot Trust

Salary/Grade: Band 4 - Fixed SCP 3

Reporting to: Lead Invigilator / Exams Officer

JOB DESCRIPTION

Corporate Responsibilities

- Ensure examinations run correctly and smoothly, upholding the highest standards of integrity and security in accordance with regulatory and awarding body requirements, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children.

Key Duties and Responsibilities

- Prepare and arrange the examination room and resources as directed, and in line with JCQ requirements providing the best opportunity for pupils to complete their exam
- Distribute and collect examination papers, maintaining security of papers before, during and after the examination
- Admit, register, and dismiss candidates in a quiet and orderly way
- Instruct candidates on expectations for the examination and answer questions as required
- Ensure conduct is in line with regulations, observing and supervising activity in the room throughout the examination session
- Keep a record of any incidents and report to the Lead Invigilator or Exams Officer
- Ensure access arrangements are implemented for SEND students as instructed
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend and support meetings as required
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management
- Contribute to the development of systems and procedures in the department
- Contribute to the life of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal appraisal and coaching opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Intermediate Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role, the post holder is required to meet the Intermediate Threshold Level.

The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimum effort and only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

JOB DESCRIPTION

Date: February 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Exam Invigilator

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of GCSE (A-C/4+) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 	<ul style="list-style-type: none"> Evidence of relevant CPD activities First Aid certification or willing to work towards 	<ul style="list-style-type: none"> Application
Experience		<ul style="list-style-type: none"> Experience of supporting school-based services Working with children in a relevant capacity 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Work constructively as a part of a team to deliver excellent service Observant Excellent communication and interpersonal skills Good organisational skills Ability to work within and apply relevant policies and procedures and respond to unexpected problems Ability to relate well and work effectively with a range of children and adults 	<ul style="list-style-type: none"> Basic ICT skills within an office environment and knowledge of Microsoft Office. Awareness of relevant regulations 	<ul style="list-style-type: none"> Application Interview
Character/ Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children A passion for education and a deep-felt desire to make a difference for young people Commitment to support and promote inclusion, diversity, and equality Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' Emotionally intelligent: know when to direct and when to challenge Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example Understand the importance of work/ life balance 	<ul style="list-style-type: none"> Flexible and hardworking 	<ul style="list-style-type: none"> Application Interview
Personal Circumstances	<ul style="list-style-type: none"> Legally entitled to work in the UK Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 Flexible to support out of hours activity on occasion 		<ul style="list-style-type: none"> References Interview