

## JOB DESCRIPTION

**POST TITLE:** Invigilator

**LOCATION/BASED:** Callerton Academy

**GRADE:** N2

**RESPONSIBLE TO:** Exams Manager

**CORE PURPOSE:** To supervise students/pupils whilst they are undertaking examinations in accordance with school and examination board policies and procedures.

### MAIN DUTIES & KEY RESPONSIBILITIES

**Main Duties:** The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
- 2 Supervisor the conduct of pupils/students in and around the examination venue reporting any misconduct in accordance with school procedures.
- 3 Monitor students during examinations ensuring exam regulations are adhered to.
- 4 Ensure all examination materials are securely maintained.
- 5 Provide additional support to pupils/students who require assistance to complete examination papers e.g complete papers for the pupil if unable to do so due to illness or injury, invigilate at pupil's home.

### GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. 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.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

**POST TITLE:** Exam Invigilator

Version: 1.0

Created: July 2024

Last updated: n/a



<b>SKILLS, KNOWLEDGE AND APTITUDES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent interpersonal and communication skills.	✓	
Able to work as part of a team	✓	
Ability to follow instructions (written and verbal)	✓	
Able to work with without supervision.	✓	
Understand the importance of confidentiality at all time	✓	
<b>QUALIFICATIONS AND TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Good general education	✓	
First class customer care skills	✓	
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experience of an educational environment		✓
Experience of exam invigilation		✓
<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Ability to deal confidently with a wide range of clients	✓	
Ability to cope under pressure in a controlled, effective, efficient and friendly manner	✓	
Ability to relate well to colleagues, staff and students	✓	
Team player with initiative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	
Honest, demonstrates integrity, confidence and self-motivation	✓	
Creative and innovative thinker	✓	
Passionate belief in the trust's vision and values	✓	
Commitment to support Gosforth Group's agenda for safeguarding and equality and diversity	✓	
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	✓	
A commitment to child protection and safeguarding.	✓	
Ability to demonstrate a conscientious and flexible approach	✓	
Interest in and commitment to the whole school as a community	✓	
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check	✓	

Medical clearance	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates	✓	
Evidence of Right to work in the UK	✓	
Full UK driving license and access to a car during working hours		✓

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***