

Job Description

Post Title: Exam Invigilator

Contract: Casual

Pay Range/Grade: SPOT (£12.21 per hour)

Location: Appleton Academy

Purpose of the Role:

- The Exam Invigilator is responsible for ensuring the smooth running of examinations. The invigilator will be responsible for ensuring that exams are conducted fairly and adhering to exam regulations. This position plays a crucial role in maintaining the integrity of the examination process and ensuring a positive experience for students.

Supervision & Guidance:

- Meet regularly with Senior Exam Invigilator and/or Data Manager to ensure current and future procedures are understood and carried out.

Key Responsibilities:

- To start, supervise and finish both internal and external examinations.
- To facilitate the provision of an environment which allows students to perform to the best of their ability and to relax and concentrate on the task at hand, as much as is practicable.
- To ensure that the Examination Board's regulations are adhered to.
- To uphold the integrity of the examinations.
- To be familiar with the Joint Council for Qualifications (JCQ) Instructions for the Conduct of Examinations.
- To assist the Senior Exam Invigilator and/or the Data Manager with any administrative tasks.
- Nominated Key Invigilator acts as room manager, responsible for time keeping, script management and a central point for reporting incidents e.g. late arrivals, absences or irregular conduct.
- Assist with any issues that arise during the examination.
- Ensure there is enough equipment, and the equipment is appropriate to the needs of the exam.
- Prepare the exam room as required by the examination board.
- Distribute and collect exam papers and materials as required.

Support for the pupils:

- Reading and scribing for students when needed.

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- Assisting with any persons needing to leave the examination room.
- Ensure that pupils adhere to the exam rules/regulations.

Support for the School:

- 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.

Maintaining Professional Competencies:

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- Ensure high level of professional competences by attending regular training.
- Work within and support the school's vision, culture and ethos.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Support and contribute to the School's responsibility for safeguarding students and follow the School's safeguarding procedures diligently.

Safeguarding and Compliance:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Safeguarding the welfare of pupils and reporting any concerns to the Deputy Headteachers and/or Headteacher.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Promote the safeguarding of all pupils in the school.

Intermediate Threshold 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.

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • GCSE Maths & English Level C or above 	E	Application
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working with children/young people aged 11-16 years. • Experience in an invigilation or educational role. 	E D	Application and interview
<p>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</p> <ul style="list-style-type: none"> • Good time management and organisational skills. • Excellent English language, reading, writing and comprehension skills. • Good numeracy skills. • Flexibility around working hours. • Punctual, reliable and able to work independently as well as part of a team. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. 	E E E E E	Application and interview
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Be committed to raising standards • Be someone who can create an atmosphere in which children can thrive and succeed • Have excellent interpersonal skills • Effective communication and organisation skills • Ability to manage workloads and work calmly under pressure 	E E E E	Application and interview



This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** / /

Signature of Headteacher _____ **Date** / /

