

INVICTUS

Education Trust

INVICTUS EDUCATION TRUST RECRUITMENT JOB DESCRIPTION

JOB TITLE: EXAM INVIGILATOR

DEPARTMENT: KINVER HIGH

GRADE: 1 **SPINE POINT:** 1-2 **HOURLY RATE:** £9.00-£9.18 per
hour

TYPE OF CONTRACT: CASUAL

REPORTS TO: EXAMS OFFICER

STAFF RESPONSIBLE FOR: NONE

MAIN PURPOSE OF THE JOB: Invigilation of School Exams

MAIN DUTIES/ACTIVITIES

At all time to follow the correct exam procedures

Prepare exam hall/room, distribute exam papers, stationery

Supervise candidates entering/existing and during exam

Complete an exam attendance register

Advise candidates of the conditions under which the exam is to be taken

Start the exam

Ensure that no communication takes place between candidates

Ensure that no cheating takes place

Handle any disruptive incidents/candidates

Report any disruptive incidents to exam co-ordinator

Close the exam

Collect and collate exam papers ready to be posted

To act as 'lead invigilator' for a specific exam as and when required

SUPPORT FOR THE TRUST

It is the responsibility of all adults employed at Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people

Be aware of, and comply with, policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person

To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust and ensure equal opportunity for all

Participate in training, other learning activities and performance development as required

Recognise own strengths and areas of expertise and use these to advise and support others

Attend and participate in meetings as required

Where required comply with the Trust's Dress Code

To carry out other duties as required by the Executive Headteacher

All staff employed by the Trust School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

SPECIAL CONDITIONS:

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional and confidential manner.

PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES

To work on a casual basis and to be reliable and punctual and have good attendance

Ability to relate well to children and adults and to form and maintain appropriate relationships and personal boundaries with children and young people

To be physically fit and able to undertake the duties detailed in this job description

To have a polite, friendly and flexible approach to work

To be able to work constructively as part of a team understanding of school rules, duties and responsibilities

To follow instructions

To keep calm and maintain an air of control/authority

EXPERIENCE/QUALIFICATIONS/TRAINING

Good numeracy and literacy skills

Effective written and oral skills

Previous experience of working in a school environment may be beneficial

All Exam Invigilators will be required to undertake full training for this position