|  |  |
| --- | --- |
| Trinity Multi-Academy Trust Job Description | C:\Users\g.mitchell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\2630DA36.tmp |
| Job Title: Lead Exam Invigilator  |  |
|  |  |

**BASIC JOB PURPOSE**

* To hold responsibility for supervising the main examination venue, and the Invigilation team.
* To ensure that exams are carried out according to the rules and conditions set out by the exam board, and to ensure that each candidate sits the exam in the same conditions as other candidates.

|  |  |
| --- | --- |
| **NO** | **MAIN RESPONSIBILITIES** |
| **1** | To supervise the Invigilation team on duty and be the Lead Invigilator in the examination venue.  |
| **2** | To Liaise with the Exams and Data team as necessary.  |
| **3** | Responsible for collecting exam materials and distributing to candidates. |
| **4** | Supervising exams, ensuring that exam board conditions are met, scheduled times are followed and the security of exam papers is maintained after the exam has finished. |
| **5** | To inform candidates of exam board conditions. |
| **6** | Dealing with candidates who arrive late, using the appropriate academy procedures. |
| **7** | Ensuring exam conditions are met, and if necessary, dismissing candidates from the exam. |
| **8** | Communicating with the Exams Officer, if necessary, during the exam to ensure that any issues are dealt with quickly and in line with exam board conditions. |
| **9** | To support the exam results days, as required.  |

|  |
| --- |
| Other Specific Duties: |
| * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary.
* To work in the best interests of the Academy, students, parents and staff.
* To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |

|  |
| --- |
| **PERSON SPECIFICATION** |
| **Job Title: Exam Invigilator** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * Experience of working with young people (either paid or unpaid)
* Relevant experience in a similar field (paid or unpaid)
* Think clearly in emergency situations
* Work without supervision, to provide assistance as and when required
 |  |
| **Knowledge & Understanding** | * Knowledge of the need to treat all students to an equal standard of care
* Knowledge of the needs of students in academy surroundings
 |  |
| **Skills & Abilities** | * Work as an effective team member and apply given instructions
* Set high standards and provide a role model for students and staff
* Seek advice and support when necessary
* Respect confidentiality
 |  |
| **Personal Qualities** | * An excellent record of attendance and punctuality
* Prioritise and manage own time effectively
 |  |