



**SUPPORT STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Exams Invigilator
<b>LOCATION</b>	Felixstowe School
<b>GRADE / SCALE POINT – SALARY</b>	NJC Scale 2, Point 4
<b>REPORTING TO</b>	Examinations Officer

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

To implement examination procedures and ensure the proper conduct of examination candidates.

Invigilators should ensure they are fully familiar with any instructions for the conduct of examinations.

**KEY TASKS & RESPONSIBILITIES**

**Procedures**

- Support the Exams Officer in the preparation of the examination room(s)
- Hand out appropriate question papers to candidates;
- Read out examination instructions;
- Record examination start and finish times;
- Instruct candidates to begin examinations;
- Complete attendance register and seating plan as required;
- Collect candidate cards according to instructions;
- At the end of the examination, collect candidate and question papers in accordance with instructions;
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.

**Conduct**

- Ensure silence in the examination room and avoid disruption;
- Ensure that all candidates comply with any instructions;
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found;
- Ensure that candidates do not converse, signal or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person;



- When absolutely necessary, escort candidates to the toilet.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Technical or Specialist</b>		<p>Experience of working in a support capacity in a school or experience of working with young people in a learning environment</p> <p>An understanding of examination processes</p>
<b>Literacy and Numeracy</b>	<p>Effective oral / written communication skills</p> <p>Good level of numeracy</p> <p>Accuracy and attention to detail</p> <p>Ability to follow instructions</p> <p>Good organisational and administrative skills</p>	<p>Competent and confident in use and interpretation of databases and spreadsheets</p>
<b>Planning</b>	<p>Ability to work under pressure and to tight deadlines</p> <p>Flexible approach to work</p> <p>Reliable and punctual</p>	
<b>Interpersonal and Communication</b>	<p>Ability to relate to academic staff and students</p> <p>Able to communicate well at all levels</p> <p>Ability to keep calm and maintain an air of authority</p> <p>Ability to recognise and report problems</p> <p>There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.</p>	