



THE EDUCATION VILLAGE ACADEMY TRUST

JOB DESCRIPTION

POST TITLE :

Casual Examination Invigilator

GRADE :

Band 1 SCP 3

REPORTING RELATIONSHIP

Examinations Manager

JOB PURPOSE :

**Under the direction of the Examinations Manager:
To invigilate a range of school and external examinations
To read and or scribe for students as appropriate**

POST NO.

MAIN DUTIES/RESPONSIBILITIES

To collect examinations papers and materials as requested from the Examinations Office

To arrive at the nominated examination venue at least 30 minutes prior to the scheduled examination start time

To ensure that the nominated examination room is set out suitably to receive the expected number of examination candidates

To ensure that notices to candidates and any other regulations are suitably displayed within and outside the examination room

To ensure that only candidates officially entered for the examination are permitted to sit and that attendance registers are accurately and legibly completed

To ensure that all candidates are supplied with the requisite examination question paper(s) and materials

To be familiar with awarding body and school regulations for the conduct of the examination



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To ensure that candidates comply with any awarding body and school regulations at all times and to formally and promptly report any breach of those regulations to the Examinations Manager.

To maintain the security of examination papers and/or candidate scripts before, between and following the examination

To deliver completed candidate scripts and exam materials as requested to the Examinations Office

To comply with all directions issued by the Examinations team

To be vigilant, but not intrusive, throughout the period of the examination
The examinations office should be informed of late arrivals immediately.

Where a student warrants special consideration because of illness during the exam, the exam organiser should be informed immediately.

In an emergency evacuation situation, invigilators should stay in the room, keeping all students together in silence, unless instructed otherwise. The delay should be noted and extra time allowed. The Examinations Manager should be informed.

The starting and finishing of examinations is normally carried out by the examination organisers, but in the case of having to finish an examination, all question/exam papers, unused paper and candidate numbers should be collected in and students asked to leave quietly.

Any general or administrative problems should be reported to the Examinations Manager.

To act in a professional manner at all times

To attend training sessions as required

General Requirements

Attend and participate in training and development courses as required.

To have regard to confidentiality, child protection procedures, health and safety other statutory requirements and the policies of the Trust.

The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service



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delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Complete necessary documentation.

Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE POST IS SUBJECT TO ENHANCED DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Date: January 2024



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PERSON SPECIFICATION – Exams Invigilator

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Good numeracy/literacy skills.	AF/R	D1	GCSE or equivalent in Maths and English	AF/C
	E2	Experience of working with a range of people – good customer care skills	AF/I	D2	Experience of working in a school environment	AF/I
Experience & Knowledge				D3	Experience of managing behaviour in groups of children	AF/I
				D4	Knowledge of relevant policies/codes of practice & awareness of relevant legislation.	I/R
Skills	E3	Good organisation skills	AF/I			
	E4	Ability to work constructively as part of a team, understanding Trust roles and responsibilities and your own position within these	I/R			



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	E5	Ability to relate well to children and adults.	AF/I			
	E6	Ability to work as part of a team	AF/I			
	E7	Ability to work on own initiative	AF/I			
Personal Attributes	E8	Pleasant, friendly disposition	I R			
	E9	Professional but approachable manner	I/R			
	E10	Ability to deal with conflict tactfully	I/R			

Key – Stage identified

AF	Application Form
C	Certificates
D	Disclosures
T	Tests
P	Presentation
I	Interview
R	References