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| **Job Description – Northampton International Academy**  |
| **Job title:** | Exam Invigilator  |
| **Responsible to:** | Exam Officer |
| **Liaising with:** |  |
| **Pay range:** |  |
| **Contract terms:** | 0hrs contract, when required  |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Exam Invigilator main responsibilities**

Examination Invigilation is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:

To check that the arrangements of the examination room remain in compliance with the regulations and to ensure a calm environment which will give students the best possible opportunity to be successful in their exams.

To issue the regulatory notices to candidates at the start of the examination.

To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator’s possession.

 To start, conduct and finish the examination in accordance with the regulations.

To complete the attendance register with due attention to the identification of candidates, reporting any students that are missing to the Lead Invigilator as a matter of urgency and to use seating plan to advise student’s where to sit.

To supervise candidates with due vigilance during the working of the examination and ensure that students adhere to all examination regulations until they are allowed to leave the room

To respond to any questions from candidates about process and procedures.

To deal with any immediate problems or emergencies according to the examination centre or school’s policies or procedures and in accordance with the examination regulations.

To refer to the Examination Officer if it is suspected that malpractice is taking place.

To collect completed scripts after the examination has ended and return them to the designated place/person.

To report back as appropriate using the agreed referral procedures on any issues arising.

 To assist with administration as requested.

 To ensure that students do not leave an examination during the exam (unless escorted for exceptional reasons: always check with the Senior Invigilator).

At the end of examinations to help make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.

To help in the collection of exam scripts which need to be collected in order, by candidate number.

In the event of any discrepancy or irregularity in the progress of an examination, to give a verbal report to the Examination Officer.

Guarding students after an exam until lunch time or the end of the day.

 To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

 To contribute to overall ethos, work and mission statement of the school.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

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.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR**  | Revision Number: v1  |
| Approved by Headteacher: | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP:  |  |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** |
| Good level of education to at least A-level standard or equivalent.  |  | ****  |
| First Aid training |  | **** |
| **Experience**  |
| Working in a similar environment  |  | **** |
| Working and communicating with external agencies |  | **** |
| **Knowledge and understanding** |
|  |  | **** |
| Safeguarding policies and procedures | **** |  |
| The roles played by various adults in a student’s education |  | **** |
| **Skills and Attributes** |
| Work with guidance but with limited supervision | **** |  |
| Excellent organisational skills | **** |  |
| Ability to work under pressure and able to keep calm  | **** |  |
| Ability to lone work or as part of a team | **** |  |
| Ability to work to predetermined instructions | **** |  |
| Effective oral and written communication skills | **** |  |
| Ability to communicate with candidates and members of staff clearly and accurately | **** |  |
| Monitor, record and make basis assessments about individual progress | **** |  |
| Able to deal confidently with any incidences of poor student behaviour |  | **** |
| **Personal Qualities**  |
| Reliability and punctuality | **** |  |
| Committed to equal opportunities | **** |  |
| Excellent interpersonal communication and administrative skills | **** |  |
| Available for the examination sessions | **** |  |
| High level of honesty and integrity  | **** |  |
| Willing to undertake training that is relevant to the post  | **** |  |
| Tactful and understands confidentiality | **** |  |
| **Further requirements** |
| Willingness to work flexible hours on occasion  | **** |  |
| Willingness to maintain confidentiality on school matters | **** |  |
| Willingness to be involved in internal and external meetings | **** |  |
| Supportive of the ethos of the trust and school | **** |  |