

Post title	Exam Invigilator
Responsible to	Headteacher

Role outline
The key function of the role is to provide invigilation for internal and/or external examinations in accordance with the school's examinations procedures and policies and the required regulations and practices set by the Joint Council for Qualifications (JCQ) and the exam boards.

Responsibilities
<p>Principal Accountabilities</p> <p>To ensure that examinations are conducted according to the regulations, to;</p> <ul style="list-style-type: none"> ➤ ensure all candidates have an equal opportunity to demonstrate their abilities ➤ ensure the security of the examination materials before, during and after the examination ➤ prevent possible candidate malpractice ➤ prevent possible administrative failures <p>Main Duties</p> <ul style="list-style-type: none"> ➤ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Surrey Maths School instructions ➤ To play a key role in upholding the integrity of the examination/assessment process ➤ Understanding and commitment to the safeguarding and welfare of students in the examination/assessment process <p>Before exams</p> <ul style="list-style-type: none"> ➤ To report to and be briefed by the Exams Officer/Lead invigilator prior to each exam session ➤ To keep confidential exam papers and materials secure before, during and after exams ➤ To ensure exam rooms are set out according to the instructions ➤ To admit candidates into exam rooms ➤ To identify, seat, and instruct candidates in the conduct of their exams ➤ To distribute the correct exam papers and materials to candidates ➤ To deal with candidate queries <p>During exams</p> <ul style="list-style-type: none"> ➤ To supervise and observe candidates at all times and be vigilant throughout exams, including reporting any safeguarding concerns of both students and staff ➤ To keep disruption in exam rooms to a minimum ➤ To deal with emergencies or irregularities effectively ➤ To record/report any incidents, disruption or irregularities ➤ To deal with candidate questions according to the regulations After exams ➤ To collect exam scripts and materials ➤ To dismiss candidates from the exam room ➤ To securely return all exam scripts and exam materials to the Examinations Officer <p>After exams</p>

- To collect exam scripts and materials
- To dismiss candidates from the exam room
- To securely return all exam scripts and exam materials to the Examinations Office

Other

- To apply for an enhanced DBS and to sign up to the Update Service
- To complete and sign off to the annual mandatory declaration reading of policies and presentations
- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example
 - supervision of clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks

Duties for all

- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others
- To have regard and comply with safeguarding policy and procedure as appropriate

General Duties

- Employees are expected to comply with any reasonable request to undertake work of a similar level not specified in this job profile.
- All employees are expected to follow the Staff Code of Conduct and are thereby required to have due regard for safeguarding, data protection, health and safety in the workplace regulations, promote equal opportunities, exercise professionalism and uphold the values of member schools and Learning Partners Academy Trust
- All employees must be committed to their own continued professional development and appraisal and to undertake INSET and other training as identified through annual performance review
- To work flexibly as part of the support staff team to contribute to the smooth operation of the school
- To commit to safeguarding and promoting the welfare of children and young people
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Maintain confidentiality and security of personal data at all times ensuring compliance with GDPR

Person Specification These will be assessed through the application form, the interview process and references.	Essential	Desirable
Education/qualification and training		
Numeracy and literacy skills equivalent to GCSE grade C in English and Maths, or adult skills qualification in literacy and numeracy at Level 2	E	
Knowledge of examinations system and JCQ regulations		D
Experience		
Experience of working in an educational environment		D

Experience in a role where strict rules/regulations have to be maintained		D
Knowledge and Skills		
Ability to demonstrate organisational and administrative aptitude	E	
Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed	E	
Ability to communicate easily and effectively with both young people and adults.	E	
Ability to apply established procedures to given situations quickly and with confidence	E	
Attention to detail and accuracy	E	
Calm and adaptable with an ability to work flexibly within a changeable and busy environment	E	
Understand Safeguarding and the school's child protection procedures		D
Clear understanding examinations system and regulations		D
Personal qualities		
Good interpersonal and communication skills. Ability to relate well and build good relationships with young people	E	
Commitment to support students to develop and inspire them to achieve their very best	E	
Responsible, calm, confident, professional and able to deal effectively with staff at all levels	E	
Sensitivity, diplomacy, integrity and awareness of confidentiality	E	
Other requirements		
Experience as an invigilator is not necessary as full training will be provided by the school. Applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. Training can be provided on specialist areas of the role, including the promotion of safe working practices.		

Surrey Maths School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

The job description above should be read in conjunction with the details laid out in the school information pack. Whilst every effort has been taken to explain the core responsibilities of the role, it is impossible to list all individual tasks in the context of a brand-new school.

As the post-holder and school both develop, there will inevitably be some changes to the duties for which the post is responsible. This is the nature of an expanding school and part of what is exciting about the project, so we hope that the post-holder would be happy to adopt a flexible approach to work. Any necessary training and support will be provided by the school.