

## **JOB DESCRIPTION – Exams Invigilator**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 1  
Hours: Casual

### **JOB PURPOSE:**

Under the supervision of the Examinations Officer and Heads of Faculty, Invigilators are responsible for the correct running of external examinations in the Exam Room.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- Preparing the room, laying out candidate name cards to a seating plan prepared by the Exams Officer.
  - Admitting candidates to the room in a quiet and orderly way.
  - Conducting the exam according to the Examination Boards Regulations.
  - Registering the candidates present in the room.
  - Invigilators must be constantly vigilant when the exam is running and should not do any other task.
  - Responsible for the collation, checking and return to the Exams Officer of all completed exam papers.
  - Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam.
  - Invigilators are required to report to the Exams Office at least 30 minutes before the start of an examination session.
  - Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.
  - The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.
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- Duties, which include processing of any Personal Data, must be undertaken within the Corporate Data Protection Guidelines [Data Protection Act 1998].

To undertake any other duties that may be reasonably deemed part of the role.

### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: C. Turpin (October 2017)***

