

## **JOB DESCRIPTION – Lead 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:** 2  
**HOURS:** Casual

**JOB PURPOSE:** To lead the team of invigilators in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. To be available to work every day of the exam season during November, May and June.

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

1. In the absence of the examinations officer, to liaise with the caretaker to ensure the room is set out appropriately
2. To ensure that the examination room meets JCQ requirements by checking, prior to the arrival of the candidates, that:
  - there are enough invigilators present
  - heating, lighting, ventilation and levels of extraneous noise are acceptable
  - no display materials that might be helpful to candidates are visible
  - the centre number and a reliable clock of readable size are visible to each candidate
  - the Warning to Candidates is displayed outside the examination room
  - the Notice to Candidates is displayed in a public place outside the examination room
  - Mobile phone warning posters are displayed outside and inside the examination room.
  - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
3. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
4. To take all reasonable steps to ensure that:
  - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
  - candidates take into the examination room only those articles, instruments or materials which are expressly permitted
  - candidates have all the necessary material to enable them to complete the examination
5. To ensure late candidates are briefed, seated and allowed to into the the exam with minimum fuss
6. To open the packet of examination papers and issue the papers to candidates
7. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.

8. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
9. To contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher.
10. To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body
11. To know the actions to be taken in the event of an emergency such as a fire alarm.
12. At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers, and that no scripts are missing.
13. After collation, to ensure the scripts are never left unattended and are handed to the person responsible for despatching the scripts to Exams Manager
14. To collect all unused stationery in the examination room and return it to the Examinations Officer.
15. To ensure that the room is left in a tidy condition with all notices returned to the exams office.

## **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 (January 2018)***

### **Person Specification**

- You 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 and organised
- We would expect you to treat students with courtesy and respect
- The ability to develop positive relationships with students and staff is essential
- You must have experience of invigilating



## **Lead Invigilator (Grade 2)**

**Required as soon possible**

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are looking to appoint a lead invigilator to work closely with our exams officer to ensure the smooth running of the exams. This is casual work based around our busy exam period in May and June. You must have experience of invigilating.

If you would like further information or to discuss the post in more detail then please contact

Kirsty Carroll - [kcarroll.staff@sidneystringeracademy.org.uk](mailto:kcarroll.staff@sidneystringeracademy.org.uk)

### **How to apply**

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

**[www.egacademy.org.uk](http://www.egacademy.org.uk) 'Vacancies page'**

Please return completed application forms to Lorraine Parker, Headteacher's PA, Ernesford Grange Community Academy, [lparker@egacademy.org.uk](mailto:lparker@egacademy.org.uk)

### **Closing date:**

Interview date to be confirmed

We look forward to receiving your completed application form.

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*

