

## JOB DESCRIPTION

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| <b>Job Title:</b> Trust Examinations Invigilator   | <b>Pay Scale:</b> PPS4 (CLAIMS BASIS)           |
| <b>Normal Place of Work:</b> Academies Across the Trust  | <b>Line Manager:</b> Trust Examinations Manager |
| <b>Role Summary:</b> Supervise the security and integrity of the examination room under the direction of the Examinations Officer and in accordance with the regulations and guidelines of JCQ and other awarding bodies. Also to ensure the welfare of the students whilst in examination conditions. |   |

## DUTIES AND RESPONSIBILITIES

### Key Responsibilities

- Supervise the Examination room under the direction of the Academy Examinations Officer and in accordance with the regulations and guidelines of JCQ and other awarding bodies.
- Carry out any administrative tasks allocated by the Examinations Officer before, during or after the times of the examination or at other times.
- Work by arrangement with the Examinations Officer for each Academy.
- Report any areas of concern or issues to the Examinations Officer that may affect the running of the examinations.
- To show consideration and understanding when dealing with students, whilst maintaining the security and integrity of the examination process.
- Demonstrate particular attention to the students welfare whilst under the examination conditions, including times when students are under supervision between examinations.
- To remain focused for long periods of time, throughout the examination.
- To attend and participate in the invigilators annual training day to update knowledge on regulations and procedures.
- Be flexible in their approach to carrying out allocated duties.

### Generic Responsibilities

- To represent and promote Trust values internally and externally
- Ensure that The Trust's internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the agreed service level
- To actively promote and act, at all times, in accordance with Trust policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

- To undertake other duties commensurate with the job level

Elements of this job description may be changed following consultation with your line manager.

## KEY RELATIONSHIPS

The post holder will be expected to develop and maintain good relationships with:

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|--|--|
| <ul style="list-style-type: none"> <li>• Headteacher, SLT, Examinations Officer and all Academy staff</li> </ul> | To develop team working, especially within the Invigilation team |
| <ul style="list-style-type: none"> <li>• Internal and external customers</li> <li>• Outside agencies</li> </ul>  | To continuously promote the Academy values                       |

## TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

## HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

## HOURS OF WORK

These are by arrangement with the Examinations Officer for each Academy and are on a casual basis. Hours generally start at 8am for a morning session or 12pm for an afternoon session, but can vary by prior agreement with the Academies Examinations Officer..

## CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and will be expected to attend and participate in the Invigilators Annual Training Day to update knowledge on regulations and procedures.

## CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as adopted.

**Person Specification – Trust Examinations Invigilator**

|   | <b>Essential</b> | <b>Desirable</b> | <b>How assessed*</b> |
|---|------------------|------------------|----------------------|
| <b>EXPERIENCE</b>   |                  |                  |                      |
| Recent and relevant experience of working in a customer focused environment                                 |                  | <b>x</b>         | AF/IV/R              |
| Ability to work as part of a team.  | <b>x</b>         |                  | AF/IV/R              |
| Capable of working without supervision  | <b>x</b>         |                  | AF/IV/R              |
| Ability of working with different groups of people and stakeholders.  | <b>x</b>         |                  | AF/IV/R              |
| Experience of Health and Safety Compliance  |                  | <b>x</b>         |                      |
| <b>EDUCATION/TRAINING/QUALIFICATION</b>   |                  |                  |                      |
| Grade A-C in Maths and English GCSE or equivalent   |                  | <b>x</b>         | AF/CERT              |
| Full, clean Driving License   |                  | <b>x</b>         | AF/CERT              |
| <b>SKILLS - DISPOSITION</b>   |                  |                  |                      |
| Confidentiality   | <b>x</b>         |                  | AF/IV/R              |
| Good communication skills   | <b>x</b>         |                  | AF/IV/R              |
| Organised, professional, effective time management  | <b>x</b>         |                  | AF/IV/R              |
| Exceptional interpersonal skills  | <b>x</b>         |                  | AF/IV/R              |
| Ability to multi-task   | <b>x</b>         |                  | AF/IV/R              |
| Good customer service skills  | <b>x</b>         |                  | AF/IV/R              |
| Ability to work under pressure and achieve deadlines  | <b>x</b>         |                  | AF/IV/R              |
| Must accept and actively support The Federation’s agreed values   | <b>x</b>         |                  | AF/IV/R              |
| <b>WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY</b>   |                  |                  |                      |
| Flexible with availability for working hours between Monday to Friday, especially for our key summer dates. | <b>x</b>         |                  | AF/IV/R              |

\*Key to how skills are assessed:

AF =Skill assessed via application form

R=Skills assessed via References

IV =Skill assessed via interview

Cert=Certificate checked at interview

AT =Skill assessed via test/work-related task

Signed Line Manager : .....

Dated: .....

Signed Employee.....

Dated.....