**Job Description**

### **POST:**  Examination Invigilator

**RESPONSIBLE TO:** Deputy Principal, under the day-to-day management and leadership of Academy Exams & Admissions Officer and Lead Invigilator

**GRADE:**

**KEY RELATIONSHIPS:** Deputy Principal, Academy Exams & Admissions Officer, Lead Invigilator, members of Invigilator team, Academy students, relevant teaching and support staff.

**HOURS:** Variable between 08:00 and 17:00

**JOB PURPOSE:** To supervise external and internal Academy examinations

## **RESPONSIBILITIES:**

1. Invigilate examinations in line with Examination Board and Academy regulations.
2. Ensure appropriate atmosphere in the examination room, to optimise students’ performance.
3. To promote and safeguard the welfare of children you supervise or come into contact with.

**DUTIES:**

* Invigilate the Academy Exams on required dates
* Under the direction of the Academy Exams & Admissions Officer, discourage cheating from students.
* Maintain order/discipline of students, ensuring they behave appropriately in an examination setting.
* Actively invigilate during the examination, watching students.
* Remove mobile phones for the duration of the examination.
* Provide each student with an examination paper.
* Where appropriate supply writing paper and equipment during the examination.
* Ensure the correct procedures are used for lending equipment to students.
* If requested, accompany students to the toilet, ensuring that examination regulations are maintained.
* If requested, accompany a student who becomes ill to the designated first aid area.
* Report any suspicion of cheating by students to the lead invigilator.
* Collect the examination papers and hand to the lead invigilator/Exams & Admissions Officer at the end of the examination.
* Be aware of and comply with the policies relating to child protection, security and confidentiality.
* Be aware of the Examination Board regulations.
* Be aware of the Academy’s evacuation procedure in the event of an emergency and be familiar with the procedure for each examination room.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

**All staff take an active role in the Academy’s care and guidance of students.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**



EXAM INVIGILATOR

Person Specification

# **Our Purpose**

#### Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

# **Oasis Community Learning Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

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|  | **Essential** | **Desirable** |
| **Qualifications** | Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience |  |
| **Experience, Skills and** **knowledge** | Good communication skillsAbility to remain calm and positiveExcellent attendance and punctualityAbility to work as an effective member of a teamWillingness to work within a school environmentWillingness to undertake additional training as and when necessaryExcellent time management and organisational skillsAttention to detail and meticulous with administrationAbility to communicate effectively with a wide range of individuals | Working in a school environmentSupervising young people |
| **Personal Qualities** | * Commitment to safeguarding and promoting the welfare of children and young people.
* Willingness to undergo appropriate checks, including enhanced DBS checks.
* Motivation to work with children and young people
* Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.
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