

Job Profile

Role: Exam Invigilator

Grade: £11.44 per hour

Contract: Casual

Reports to: Data and Exams Officer / Lead Invigilator

Job Focus

All Saints Multi Academy Trust are looking for Exam Invigilators to support our schools. In this role, you will invigilate examinations or controlled assessments on a casual basis. On application, please note which school(s) you would be able to work at.

The Trust is committed to improving, accelerating and enabling ambitious life goals amongst all young people in their academies.

Core Responsibilities & Tasks

- Invigilate Internal and external examinations, controlled assessments and mock examinations.
- Under the direction of the Data & Examinations Officer/Lead Invigilator, ensure there is adequate space between desks to discourage cheating.
- Maintain control of students, ensuring appropriate behaviours in an examination setting.
- Ensure students do not have their mobile phones or other electrical devices present.
- Ensure students remove labels from drinking bottles
- Ensure each student has an examination paper and resources to undertake the examination.
- Actively invigilate during the examination, observing students and maintaining examination conditions.
- Accompany students to the toilet if requested, ensuring that the examination regulations are maintained.
- Accompany students who become ill during the exam to the designated first aid area.
- Report any suspicion of cheating to the Lead Invigilator/Exams Officer.
- Collect the examination papers at the end of the exam session, while maintaining exam conditions and hand to the Lead Invigilator/Exams Officer.
- Collect all resources and ensure that they are returned to the appropriate place.
- Be aware of, and comply with, the policies relating to child protection, confidentiality and security.
- Be aware of the exam board regulations including the JCQ Instructions for Conducting

- Examinations document and ensuring that all requirements are implemented.
- Be aware of the Academy's evacuation procedure in the event of an emergency and be familiar with the emergency procedure for each examination venue.
- To work across Academies as required.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Academy's Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Trust operates a non-smoking policy.

Equal Opportunities

All Saint's MAT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, age, or disability.

This job profile is accurate as of 13.12.2024