



## Exam Invigilator

## JOB DESCRIPTION

**Job Description:** Exam Invigilator

**Reporting To:** Examination Officer

**Job Purpose:** Support the school to ensure that exam regulations and standards are adhered to.

### Key Responsibilities: Specific

1. Prepare exam rooms by distributing exam papers and any other required equipment
2. Ensure students are correctly seated in accordance with seating plans
3. Answer all queries that may arise as quickly and efficiently as possible during the exam
4. Ensure that all Exam Board regulations are adhered to, in particular ensuring that no unfair means are used by any student in relation to the exam
5. Ensure all exam papers and other equipment is collected according to instructions given by senior/lead invigilator
6. Assist the Senior invigilator in carrying out their duties
7. Starting and finishing exams when required, involving communicating instructions to students in accordance with JCQ regulations.

### Key Responsibilities: General

#### General Information:

- The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the CEO, appropriate to the remit.
- The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018



## Ethical Behaviours Charter

Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"><li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li><li>• Managing emotions and helping others to do the same.</li><li>• Keeping promises and doing what we say we will</li><li>• Having genuine compassion for others</li></ul>
<b>Wisdom</b>	<ul style="list-style-type: none"><li>• Developing knowledge and expertise, then sharing that knowledge</li><li>• Learning from mistakes and failures and admitting when we are wrong</li><li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li></ul>
<b>Kindness</b>	<ul style="list-style-type: none"><li>• Being patient, respectful, generous and forgiving.</li><li>• Acting with compassion and care, listening and seeing the person behind the role</li></ul>

	<ul style="list-style-type: none"> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy</li> <li>• Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>