

Welcome to TSFA



Job Description and Person Specification: **Exam Invigilator**

Trinity Sixth Form Academy

Job Description

Job Title: Exam Invigilator

BASIC JOB PURPOSE

To ensure that exams are carried out according to the rules and conditions set out by the exam board, and to ensure that each candidate sits the exam in the same conditions as other candidates.

NO	MAIN RESPONSIBILITIES
1	Responsible for collecting exam materials and distributing to candidates.
2	Supervising exams, ensuring that exam board conditions are met, scheduled times are followed and the security of exam papers is maintained after the exam has finished.
3	To inform candidates of exam board conditions.
4	Dealing with candidates who arrive late, using the appropriate academy procedures.
5	Ensuring exam conditions are met, and if necessary, dismissing candidates from the exam.
6	Communicating with the Exams Officer, if necessary, during the exam to ensure that any issues are dealt with quickly and in line with exam board conditions.
7	To support the exam results days, as required.

Other Specific Duties:

- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Academy, students, parents and staff.
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Job Title: Exam Invigilator		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • experience of working with young people and inner city communities (either paid or unpaid) • relevant experience in a similar field (paid or unpaid) • think clearly in emergency situations • work without supervision, to provide assistance as and when required 	
Knowledge & Understanding	<ul style="list-style-type: none"> • knowledge of the need to treat all students to an equal standard of care • knowledge of the needs of students in academy surroundings 	
Skills & Abilities	<ul style="list-style-type: none"> • work as an effective team member and apply given instructions • set high standards and provide a role model for students and staff • seek advice and support when necessary • respect confidentiality 	
Personal Qualities	<ul style="list-style-type: none"> • an excellent record of attendance and punctuality • prioritise and manage own time effectively 	

_____ Post Holder Name

_____ Post Holder Signature

_____ Date