

Exams Invigilator: Job Description

Job Purpose

- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
- To ensure examinations are conducted in accordance with Examination Board regulations.
- To undertake related duties as allocated by the Examination Officer and/or the Centre Manager.

Duties & Responsibilities

- To prepare examination rooms prior to an examination, and to clear up all exam materials after the exam.
- To ensure examination times are clearly displayed.
- To interpret seating plans and ensure learners are seated correctly.
- To distribute and collect examination papers in order from learners.
- To ensure learners adhere to examination conditions during the duration of examinations.
- Carry out other associated administrative and examination invigilation duties which may develop or arise.

Level of Supervision

- Left to work within established guidelines subject to scrutiny by supervisor.
- Supervision Given (excludes those who are indirectly supervised i.e. through others).

Special Conditions

- Employment will be on a casual basis during mock and exam periods throughout the academic year. The days, times and hours of work will vary.
- Must comply with a wide range of policies and procedure including Equal Opportunities, Health and Safety, Data Protection and Disability Discrimination.
- A Criminal Records Bureau Check will be undertaken for those invigilators who are required to invigilate on their own with an individual student.
- Observance of the Ark Kings Academy's Equal Opportunities Policy will be required.

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures

Exams Invigilator: Person Specification

Qualification Criteria

- Right to work in UK
- First Aid qualification desirable.

Knowledge and Experience

- Ability to demonstrate accuracy and attention to detail
- Ability to work effectively and supportively as a member of the team
- Good written and oral skills
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Experience of working in an educational setting (desirable)
- A sound knowledge of the school's examination policy and procedure (desirable).

Personal characteristics

- Ability to demonstrate flexible approach
- Ability to offer reliability and punctuality
- Willingness to participate in further training and development opportunities offered by the school
- Ability to be firm but fair at all times
- Ability to demonstrate common sense and initiative
- Willingness to maintain confidentiality on all school matters

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).