**JOB DESCRIPTION**

**Post:** Exams Invigilator

**Reporting to:** Exams Officer

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Casual

**Salary:** £54.06 per session.No set contracted hours – hours and days will vary according to the Academy’s exam timetable and as required. During exam/assessment windows, availability may be required for morning and/or afternoon sessions. Morning sessions start at 8am and afternoon sessions start at 1.30pm, Monday to Friday. Working days will vary between two to seven hours per day.

**The Role**

The Exams Invigilator’s role is to support and oversee examinations and to ensure that guidelines and regulations are followed to ensure the integrity and security of papers, processes and procedures.

The role of an invigilator in the main room is to support candidates and the Lead Invigilator. Typically, this would be ensuring candidates are complying with the regulations of the exam i.e. not communicating with each other, finding their seats quickly, watching for any malpractice etc. Invigilators may also be used to support a candidate with their required access arrangement. Typically, this could be sitting next to the candidate and reading the questions to them, writing down the candidate's answers or supervising the candidate during a rest break.

**Main Responsibilities**

* Distributing examination materials, including question papers and answer booklets, before the start of the examination and collecting them at the end
* Issuing instructions to candidates
* Notifying the Lead Invigilator if a candidate is absent or late for an examination
* Supervising candidates during examinations to ensure that silence is maintained and that the examinations are conducted in accordance with the examining boards’ rules and regulations
* Being vigilant at all times
* On some occasions, overseeing the start and end of the examinations, and ensuring that extra-time candidates receive the correct time allowance
* Assisting the Exams Officer and Lead Invigilator to ensure that all proper procedures, as specified by the examination boards and by Ark Charter Academy, for the running of public examinations, are followed
* Keeping exam papers in secure conditions at the end of each exam until they are passed to the Exams Officer
* Providing access arrangements in accordance with the examination regulations to candidates such as being a reader, scribe or prompter (training will be provided)

**Other**

* May be required to stand for longer periods of time
* Must be willing to undertake training/accreditation (paid for by the school)

**Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

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| **Person Specification** | **Essential** | **Desired** |
| **Knowledge and Skills** | | |
| Excellent communication skills (both written and verbal) | x |  |
| Good general IT skills to support students using laptops | x |  |
| An understanding of the examinations process at GCSE level |  | x |
| **Personal Attributes** | | |
| Organised with good attention to detail | x |  |
| Good time management skills | x |  |
| Confident and friendly | x |  |
| Plan and prioritise tasks and work under pressure | x |  |
| Proactive and show initiative | x |  |
| Patient and flexible | x |  |
| **Other** | | |
| Right to work in the UK | x |  |
| Enhanced Disclosure and Barring Service Check |  |  |
| **Safeguarding** | | |
| *Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*  *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*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*    *We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion) | | |