

Job Description LEAD EXAMS INVIGILATOR

Purpose of the Post:

To play a role on the behalf of the school's Governing Body/Headteacher and under the overall direction of the School Assessment, Data and Examinations Manager in enhancing the examination process for all students in the school through upholding the integrity of the internal and external examinations at Alperton Community School

Responsible for:

- Leading Exams with other school invigilators
- A team of Exams Invigilators

Reporting to:

- Assessment, Data and Examinations Manager

Responsible to:

- The Headteacher and the Governing Body

Duties and Responsibilities

- Lead a team of Exams Invigilators to ensure all candidates have an equal opportunity.
- Lead Exams Invigilators to maintain integrity of exams by giving all your attention to conducting the examination properly.
- Ensure the supervision of candidate's in the examination room at all times.
- Ensure exams security before, during and after the exam.
- Prevent possible candidate malpractice.
- Prevent possible administration failures.
- Assist the Assessment, Data and Examinations Manager in preparing for examinations.
- Inform the Assessment, Data and Examinations Manager or Headteacher if you are suspicious about any malpractice or administration failures to be dealt with correctly.
- Identify and register candidates.



- Ensure that examination conditions continue throughout extra time.
- Supervising candidates during rest and clash breaks.
- Maintain a visible, professional and high profile within the school.
- Ensure the correct procedures are followed for the end of the exam and candidates are dismissed appropriately.
- Ensure that all exams scripts and other materials are returned securely to the Assessment, Data and Examinations Manager and stored safely.

General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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Person Specification LEAD EXAMS INVIGILATOR

All criteria are essential.

Attributes	Description
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> 1. GCSE C or above, in English and Maths, or equivalent 2. Knowledge of Microsoft software packages 3. First aid training (or willingness to complete it)
Personal Skills & Qualities	<ol style="list-style-type: none"> 4. Lead a small team of invigilators 5. Good verbal and written communication skills 6. Ability to work effectively with other adults internally within the school 7. Good self-organisational skills 8. Good planning skills to support the student within the relevant curriculum requirements 9. Ability to plan and manage own time effectively 10. Ability to work effectively under pressure and remain calm 11. Ability to follow instructions accurately 12. Ability to deal with unexpected problems 13. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management 14. Working with children or young people 15. Working and collaborating within a team
General	<ol style="list-style-type: none"> 16. Demonstrate a commitment to equality 17. Understanding of Health & Safety 18. Understand and implement child protection procedures 19. Understand procedures and legislation relating to confidentiality 20. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications