



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Exams Invigilator
<b>SCHOOL:</b>	Duke's Secondary
<b>SALARY:</b>	£13.26 per hour (April 2025)
<b>RESPONSIBLE TO:</b>	Data and Exams Manager

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF JOB:

To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### MAIN RESPONSIBILITIES:

- To assist in the collection of examination papers and related information from the examinations Office.
- To assist in the transportation of exam papers to the venue securely.
- To assist in ensuring examination papers are correct and are in accordance with attendance registers and seating plans.
- To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.
- To ensure the examination room is set up in accordance with the seating plan.
- To assist in recording attendance on the seating plan.
- To closely monitor students throughout the examinations to prevent malpractice and disruption.
- To assist with emergencies ensuring you follow Centre Policies and JCQ regulations (illness, fire alarms).
- To collect scripts and question papers, ensuring that they are collected in correct order.
- To ensure the exam room is tidy in preparation for the next examination.
- To assist in the transportation of examination scripts to the examinations office securely.

- To ensure you are familiar with the JCQ Instructions for conducting examinations booklet.
- To undertake any training relevant to the post.
- To assist with other duties consistent with the nature, level and grade of post.

**ADDITIONAL INFORMATION:**

Reliability and availability especially during the months of May and June is essential.

In order to maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times.

Invigilators must conduct examinations in a calm and professional manner.

**SUPPORT FOR THE SCHOOL:**

1. Comply with all school policies relating to:

Health and Safety

Equal Opportunities

Child Protection

E-Safety

Confidentiality and data protection.

2. Work in such a way as to promote the ethos and vision of the school.

3. Participate in training and development, and activities that contribute to the management of performance.

4. Attend and participate in regular meetings.

5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Exams Invigilator	Department:		Assessment Methods
	<b>Essential</b>	<b>Desirable</b>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working as an Exams Invigilator or in higher education environment</li> </ul>	
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to relate to candidates yet maintain an air of authority</li> <li>• Ability to communicate with candidates and members of staff clearly and accurately</li> <li>• Ability to work as part of a team or alone as necessary</li> <li>• Comfortable under pressure</li> <li>• Flexible approach to work</li> <li>• Reliable and punctual</li> <li>• Accuracy and attention to detail</li> <li>• Be reliable and available especially throughout the months of May and June</li> <li>• Understanding of the role within safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the examination process</li> <li>• An understanding of the JCQ regulations</li> </ul>	
<b>Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general level of education</li> </ul>		
<b>Physical, mental and emotional demand</b>	<ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>		

<b>Other</b>	<ul style="list-style-type: none"><li>• Willingness to participate in training and development</li></ul>		
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