

## Job Description: Invigilator

**Reports to:** Exams Manager  
**Contract:** Casual  
**Salary:** Paid at an hourly rate of £15.25 for the hours worked.

### The Role

- To manage the environment and students for all internal and external examinations.

### Key responsibilities

- To ensure the smooth running and integrity of examination environment.
- To direct students as required during the exams
- To attend training to ensure the Joint Council's 'Instructions for the Conduct of Examinations' is adhered to at all times.
- Set up papers prior to the exam and collect after in line with specific instructions for each exam.
- To be present before, after and during each exam, ensuring that the layout is appropriate, that all the required resources are present, that the papers are set out and collected in and passed to the Exams Manager
- To follow the direction given by the Lead Invigilator, Exams Manager or Assistant Principal – Data and Exams
- To report any irregularities and/or breaches of the exam conditions to the Lead Invigilator, Exams Manager or Assistant Principal – Data and Exams
- To fulfil the role of Lead Invigilator on occasion when required by the Exams Manager or Assistant Principal – Data and Exams

### Other

- To maintain a presence around the school to ensure that the highest standards of behavior and site usage are upheld
- To be active in issues of staff and student welfare and support
- To comply with and assist in the development of the policies and procedures in relation to child protection, health and safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To undertake training and development relevant to the post and in line with the Academy's priorities
- To undertake any other professional duties as set down in the Ark pay and conditions of service document and as directed by the Principal

# Person Specification: Invigilator

## Qualification Criteria

- Right to work in UK
- A good standard of English and Mathematics

## Knowledge and Experience

- Experience of invigilating examinations is desirable
- Previous experience of working in a school environment would be beneficial

## Personal skill and characteristics

- Vision aligned with Ark and the Academy's high aspirations and high expectations of self and others
- A firm and consistent belief in the unlimited potential of every student and a commitment to inclusive educational provision
- Highly organised with excellent time management skills, ability to prioritise workload and attention to detail
- Ability to follow instructions and work effectively as part of a team
- Ability to work flexible hours as required
- Self-motivated and able to work under on own initiative
- Genuine passion for educational opportunities, optimistic view of students and a belief in the potential of every pupil
- Keen to undertake work related, continuous professional development
- A helpful and positive nature and a calm and caring disposition
- Adaptability and the skills to work in harmony with a range of individuals
- Understanding of the importance of confidentiality and discretion
- High levels of honesty and integrity
- Commitment to the safeguarding and welfare of all pupils.

*Ark is committed to safeguarding children; 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.*