

JOB DESCRIPTION			
JOB TITLE	Exam Invigilator	SALARY	£12.82ph (inclusive of holiday pay)
RESPONSIBLE TO	Exams Officer	LOCATION	The Bicester School
DIRECT REPORTS	None	TEAM	Examinations
LAST REVIEWED	Date: Sept 2024	Signatures (employee and line manager)	X
JOB PURPOSE			
<ul style="list-style-type: none"> To work in conjunction with the Examinations Officer to provide cover/invigilation for public and internal examinations. 			
MAIN DUTIES AND RESPONSIBILITIES			
<p>ADMINISTRATION & ORGANISATION</p> <ul style="list-style-type: none"> Assist when required in setting out desks, labels, papers at start of examinations. Assist when required in collating and mailing scripts at the end of examinations. To ensure that all rules and regulations relating to the conduct of examinations are strictly applied and followed. To ensure, at all times the safety and custody of Question Papers and other Examination Materials. To have self-confidence, authority, and a willingness to follow rules set out by the examination bodies. Each invigilator should read the 'Instructions for the Conduct of Examinations produced by the Joint Council for Qualifications. To deal with any emergencies that arise during the examination following the school's correct procedure. To be flexible as regards hours of work. 			

- Any associated duties that may be assigned by the Examination Team.

RESPONSIBILITIES

- To have responsibility for safeguarding and promoting the welfare of children.
- To have due regard for issues of Health and Safety relating to staff, students and visitors.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /KNOLEDGE/SKILLS	BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Good basic education to GCSE level • GCSE Maths & English • Experience of working as part of a team 	<ul style="list-style-type: none"> • Good organisational skills • Appropriate knowledge of first aid • Effective use if ICT packages • Use of equipment/resources • Knowledge of policies, codes of practice and awareness of relevant legislation 	<ul style="list-style-type: none"> • Ability to use own iniative • Ability to work independently and to playa role within the team • Abitily to form positive, professional relationships with colleagues • Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues • Ability to employ tact and diplomacy when dealing with sensitive situations • Commitment to own personal and professional development



ATTRIBUTES



PROFESSIONAL

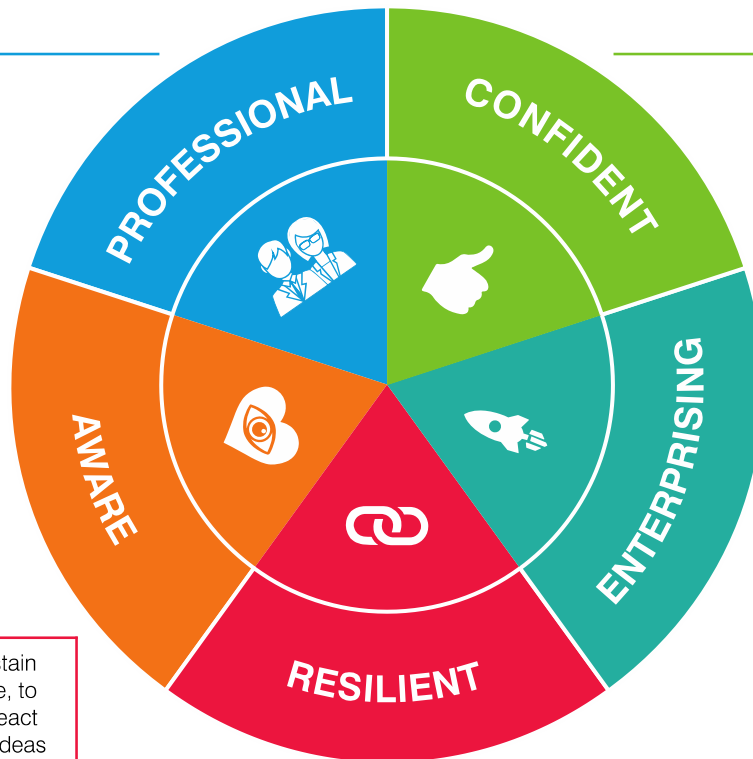
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

© 2021 Activate Learning

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.