

Job Description

**JOB TITLE: Exam Invigilator for the Brighter Futures Learning Partnership Trust**

**BAND: 4 Scale points 3 to 4**

**RESPONSIBLE TO: Exams Officer**

**Job Purpose**

To assist in providing an excellent examination service to Doncaster UTC including:

* Assist in supervising the entry of pupils into the examination room
* Hand out papers for the examination
* Complete appropriate paper administration for the examination
* Actively supervise the pupils during the examination
* Deal appropriately to issues arising during the examination
* Collect the papers at the conclusion of the examination
* Dismiss pupils from and examination in an orderly manner
* Ensure the examination papers are delivered to the examinations officer at the conclusion of the examination.
* Act as Reader/Scribe/Prompter for individual candidates with Access Arrangement Approval as required.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

This sets out the key elements of the post. Changes will only be made after consultation with the headteacher or his/her nominated representative.

**The following are seen to be essential qualities of an invigilator:**

* Accuracy and attention to detail
* A flexible approach to work
* Relate to candidates whilst maintaining authority
* Communicate to groups and individuals
* Work to instructions
* Ability to work as part of a team
* Reliability and punctuality
* Keep calm under pressure
* Common sense and initiative
* Effective oral and written communication skills
* Firm but fair at all times

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.**

**The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**