



# Invigilator

## JOB DESCRIPTION

### Role Purpose:

To invigilate examinations following documented processes, procedures and regulations to ensure examinations are run in a secure, confidential and suitable environment. To ensure both students and the Academy comply with regulations. To ensure all students have a consistent experience of examinations

### Key Accountabilities:

Reporting to the Examination's Officer, this post holder will be accountable for

### Employment Duties

- To invigilate examinations following documented processes, procedures and regulations to ensure examinations are run in a secure, confidential and suitable environment.
- To ensure both students and the Academy comply with regulations. To ensure all students have a consistent experience of examinations.
- To lay out examinations with relevant examination materials as directed by the Line Manager.
- To assist students entering the examination room.
- To record attendance/absence from the examination by completing examination registers.
- To ensure identification checks are correctly carried out.
- To report all student queries on examination papers to the Line Manager.
- To report all suspected/actual breaches of Regulations and Malpractice to the Line Manager
- To respond immediately to students requiring assistance.
- To undertake the collection and checking of examination scripts and materials, ensuring all submitted scripts are accounted for.
- To tidy the examination room in preparation for subsequent examination sessions
- To deal with students arriving late for an examination.
- Any other duty as required by the line manager commensurate with the post.

### Culture

- Responsible for contributing to and leading on the development of E-ACT's culture where we value thinking big, doing the right thing and team spirit and our students are at the heart of our decision making.
- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li></ul>
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	<ul style="list-style-type: none"> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<p><b>Doing the Right Thing</b></p>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<p><b>Showing Team Spirit</b></p>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**      **Assessed at**  
**E – Essential**      **A – Application Stage**

**D – Desirable**      **I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Willingness to participate in relevant training and development opportunities		X			
	Ability to understand and interpret written & oral instructions	X				
	Experience of working with children with special needs		X			
<b>Experience</b>	Experience of using ICT packages I.E Microsoft word, Access & Excel	X		X	X	X
	Undertaken Child Protection training or willingness to complete	X		X	X	X
	Ability to build and maintain effective working relationships with all pupils & colleagues	X		X	X	X
	Ability to promote a positive ethos & role model with positive attributes	X		X	X	X
	Understanding of basic technology	X		X	X	X
	Ability to use own initiative	X		X	X	X
<b>Skills</b>	Ability to work effectively within a team environment	X		X	X	X
	Ability to work strategically and to seek and implement creative solutions	X		X	X	X
	Full working knowledge of national curriculum and other relevant learning programmes	X		X	X	X
	Highly effective organisational skills	X		X	X	X
	Understanding of principles of child development and learning processes and in particular, barriers to learning	X		X	X	X

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	Full understanding of the range of support services/providers	X		X	X	X
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