



# Examinations Invigilator

## Job Description

<b>POST:</b>	Examinations Invigilator
<b>RESPONSIBLE TO:</b>	Principal, under the daily management and leadership of the Examinations Officer and Vice Principal.
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; relevant teaching and associated support staff; Exams officer, examination students.
<b>LOCATION:</b>	Oasis Academy Mayfield
<b>WORKING PATTERN:</b>	Casual hours – as agreed between yourself and Examinations Officer during Mock and GCSE examinations
<b>JOB PURPOSE:</b>	The post holder will report directly to the Examinations Officer. Your main role as an Invigilator is to promote and provide an efficient examinations process for the academy.
<b>DISCLOSURE LEVEL:</b>	Enhanced

### **CORE PURPOSE:**

Examinations are among the most important and stressful events in the life of any learner. It is essential that examinations are conducted in the correct way and invigilators are crucial to this process.

The post holder will join a team of invigilators who support the Academy by providing a high quality supervision and support during examinations. They ensure a calm environment for the examinations, giving candidates confidence in the process and freeing up teachers to focus on teaching.

### **DUTIES AND RESPONSIBILITIES**

- Preparing the examination room, ensuring that tables are set out correctly, clocks are set at the correct time, basic equipment and water are available;
- Admitting candidates to the room in a quiet and orderly fashion, ensuring that they sit in the correct place as specified on the seating plan;
- Ensuring that candidates have the correct examination paper and relevant equipment;
- Conducting the examination according to the Examination guidelines and informing the lead invigilator and/or Examinations Officer of any misconduct or problems;
- Monitoring the conduct of the examination by being constantly vigilant and not doing any other task;



- Collecting in papers and equipment at the end of the examination and helping to sort them ready for dispatch to the Examination board.

Appropriate training will be available for the postholder.

### **Safeguarding Children**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**



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## Person Specification

### Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document that accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications</li> <li></li> </ul>	
Experience, Skills and knowledge	<ul style="list-style-type: none"> <li>Working with children, young people, parents and families preferably within an educational context</li> <li>Ability to be an effective team player who is able to work under pressure.</li> <li>Ability to communicate effectively</li> <li>Ability to persuade and negotiate as well as good interpersonal/ communication skills</li> <li>Demonstrate an ability to cope with stressful / conflict situations</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Be reliable, flexible and punctual</li> <li>Have a willingness to demonstrate commitment to the values and behaviour that flows from the Oasis ethos.</li> </ul>	