



# Batley Multi Academy Trust

Batley Girls' High School  
Upper Batley High School  
Healey Junior, Infant and Nursery School  
Field Lane Junior, Infant and Nursery School  
Batley Grammar School

www.batleymat.co.uk



Ensuring Exceptional Educational Outcomes For All

## JOB SPECIFICATION

|   |                                     |
|---|-------------------------------------|
| <b>Job Title: Lead Exam Invigilator</b> | <b>Grade: 6</b>                     |
| <b>Department: Exams</b>                | <b>Accountable to: Data Officer</b> |
| <b>Contractual Terms: Casual</b>        | <b>Responsible for: N/A</b>         |

### Overall Purpose of the Job:

To assist in the effective and efficient administration of school based examinations.

### Key Duties and Responsibilities:

- To be familiar with and to conduct examinations according to the 'Instructions for the Conduct of Examinations' issued by the School.
- To collect the test materials from the Exam Office as a specified time prior to the start of the examination.
- To assist in the setting up of examination rooms.
- To ensure that candidates are seated according to the seating plan.
- To assist in the recording of absent candidates for the Data Manager.
- To ensure all candidates receive appropriate examination question papers in accordance with the seating plan.
- To distribute stationery and other examination materials to candidates.
- To be aware of any needs candidates may have during an examination.
- To provide oral instructions to candidates at the start of the examination.
- To supervise the conduct of candidates during the exam and to act upon any breaches of discipline or conduct in accordance with school policy.
- To report any breach of the Examination Code of Conduct by a candidate to the designated supervising officer immediately.
- To escort and supervise candidates who may need to leave the examination room.
- To supervise, if required, candidates who have clashes and adjusted exam sittings.
- To maintain security and confidentiality.
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise.
- To ensure all candidates are seated before opening the question papers.
- To ensure that candidates are not helped or engaged in conversation.
- To ensure answer scripts are collected in candidate number order.
- To close the examination at the specified time and to collect and return all test materials to the Exams Office.
- To assist in dismissing the pupils quietly from the examination room.
- To assist with the collation and dispatch of answer scripts to the Examiner if required.
- To act as reader and/or scribe for SEND candidates.

### Lead Exam Invigilator

- Supervise the invigilation team and liaise with the exams team as necessary, to ensure internal and external exams run smoothly and are carried out in accordance with the rules and regulations set out by the exam board.
- To ensure there are adequate numbers of invigilators present

- You will be able to ensure the required examination regulations and guidelines are adhered to all times whilst providing a friendly, calm and supportive approach to the learners and team of invigilators.
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**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

**The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.**

**Please note:**

**E = Essential criteria to be able to undertake the job**

**D = Not essential to undertake the role but would be beneficial**

**A = Application Form**

**I = Interview/Assessment process**

| Criteria  |   | Essential/<br>Desirable | How Assessed |  |
|---|---|-------------------------|--------------|--|
| <b>Qualifications:</b>                              | The role requires a minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.         | E                       | A/I          |  |
| <b>Knowledge and Statutory Requirements:</b>        | Knowledge of and interest in Secondary Education.   | E                       | A/I          |  |
|   | Good understanding of invigilator duties  | D                       | A/I          |  |
|   | Understanding the importance of Equal Opportunities and Health & Safety at Work.                              | E                       | A/I          |  |
|   | Appreciation of the need to maintain strictest confidence.  | E                       | A/I          |  |
| <b>Planning, Organisation and Mental Challenge:</b> | Ability to be able to use own judgement to identify straightforward solutions to simple problems.             | E                       | A/I          |  |
| <b>Empathy &amp; Social Intelligence:</b>           | Ability to deal with difficult situations in a calm manner.   | E                       | A/I          |  |
| <b>Interpersonal &amp; Communication:</b>           | Have excellent communication skills and an ability to relate to people at all levels (in particular learners) | E                       | A/I          |  |
|   | Ability to remain calm under pressure.  | E                       | A/I          |  |

|                            |  |   |     |  |
|----------------------------|--|---|-----|--|
|                            | Ability to work effectively as part of a team    | E | A/I |  |
| <b>Personal Qualities:</b> | Ability to contribute to effective team working. | E | A/I |  |
|                            | Effective time management.                       | E | A/I |  |
|                            | Willingness to be flexible                       | E | A/I |  |
|                            | Excellent organisational skills.                 | E | A/I |  |

**Responsibilities for Resources:**

**Physical Resources:** The post holder has some responsibility for the care, accuracy, confidentiality and security of learner information.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** October 2019

**Signature of Post holder:** .....

**Date:**

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters A, B and C in the "Rank" column refer to the importance we will give to your answers when we read your application. You must all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.**