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## Job description

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### Exam Invigilator

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**Responsible to:** Examinations Officer

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

#### Summary of Role

- To register and record student attendance in examinations
- To provide students with the necessary resources for their examination
- To ensure orderly entry and exit of the exam room
- To adhere to exam regulatory requirements
- To ensure that exam conditions are maintained throughout all examinations.
- To manage resources effectively and ensure that the exam rooms are left tidy and ready for the next exam
- To follow the school's Positive Discipline for Learning Policy
- To liaise with the Lead invigilator/ Examination Officer about exam work
- To perform any other duties as the Principal may request from time to time determine

#### Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

#### Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....

## Personal Characteristics

In order to fulfil this role effectively, the following qualities and characteristics are required in addition to those outlined in the job description:

### Thinking: Analysis and Problem Solving

- Analysing information logically, drawing on one's knowledge and experience base and calling on other references and resources as necessary to generate appropriate and/or creative solutions.
- Applies common sense along with more formal analytical techniques to keep issues in context
- Learns from errors, putting in place systems and processes to ensure problems don't reoccur and fully documents the process

### Building Relationships: Communication and Influence

- Presenting information and arguments verbally or in writing to improve understanding, influence outcomes and foster engagement and support.
- Gets points across without ambiguity and is polite, diplomatic and discrete when necessary
- Gives appropriate and balanced feedback

### Team Working

- Using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships
- Asks for feedback about own behaviour and style, adapting approach accordingly
- Takes an interest in the 'person' as well as their work

### Self-Managing: Accountability

- Being responsible for one's own actions, seeing things through, doing what we say we will.
- Setting and managing clear and stretching performance expectations for individuals, teams and partners – accepting accountability for own results and those of the team.
- Takes responsibility for delivering own work without unnecessary supervision in line with the performance standards

### Leading and Empowering

- Creating a compelling future for colleagues; motivating and encouraging commitment and involvement through delegation, support and coaching.
- Gives clear direction to the team and keeps the team informed of wider priorities

### Developing and Recognising Others

- Nurturing the skills, behaviours, talent and potential of individuals and teams through training, development, coaching and feedback –acknowledging and valuing the contribution they make.