



King's Academy
Easthampstead Park

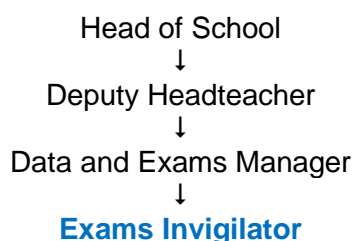
Job Description: Exam Invigilator

Location: King's Academy Easthampstead Park (KAEP)

Department: Exams

Pay Grade: KGA03-04 £15.49 per hour (including London fringe and holiday entitlement)

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

JOB PURPOSE

You will ensure the fair and proper conduct of examinations, maintaining exam integrity by supervising students, preventing malpractice, and adhering to regulations and procedures.

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The post holder works closely with, and is line managed by, the Data and Exams Manager.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction/instruction of the Examinations and Data Manager / Senior Staff.

- Assist with the setting up of the examination room as required.
- Completion of the formal exam attendance register.
- Ensuring that each candidate has a question-and-answer paper.
- Supervising the exam, ensuring that JCQ regulations are upheld.
- Assisting candidates during the exam, e.g., supplying additional materials/equipment where necessary.
- Collecting all exam papers and assisting the exams officer in preparing them for posting.
- General clerical duties to support the exams process.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Borough Equal Opportunities Policies.
- Participate in training activities as required.

- Undertake any other similar duties as required.

SUPPORTING THE ACADEMY

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

SAFEGUARDING

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

HEALTH, SAFETY AND SECURITY

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

EQUALITY, DIVERSITY AND INCLUSIVITY

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



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Person Specification: Exam Invigilator

Key Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Level 2 Qualifications Literacy and Numeracy skills 	
Competence Summary (Knowledge, abilities, skills and experience)	<ul style="list-style-type: none"> Flexible, calm and organised in approach to work tasks Ability to work both independently and as part of a team Diligence when dealing with administrative tasks Ability to closely follow instructions given by others Good communication skills when interacting with other adults and young people Sensitivity when dealing with confidential information 	
Work related personal requirements	<ul style="list-style-type: none"> Strong organisational and communication skills, a meticulous attention to detail, the ability to work independently and as part of a team, and a commitment to maintaining exam integrity 	
Other work requirements	<ul style="list-style-type: none"> Reliability, flexibility, and availability 	.
Safeguarding and Child Protection requirements	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	