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| **Role** | **Grade** | **Reports to** |
| Lead Invigilator | Grade 5 | Data Manager |

**Main purpose of the job**

The Lead Examination Invigilator is responsible for ensuring that all examinations are conducted in accordance with the Joint Council of Qualifications regulations and uphold the integrity of the examination process.

**Key relationships**

The post holder will report operationally to the member of SLT responsible for Examinations and Data and the Data Manager.

**Main accountabilities**

* Responsible for ensuring that all examinations are conducted in accordance with the Joint Council of Qualifications (JCQ) regulations and school regulation.
* Supervising of all candidates and their adherence to regulations throughout the examination period.
* Allocating and advising Invigilators of their duties.
* Supervising the work of Invigilators.
* Conducting daily briefings to the Invigilation Team prior to the start of each examination.
* Ensure the examination rooms meet the exam board requirements prior to the arrival of students.
* Completing reports where necessary on any irregularities in the examinations.
* Ensure that all candidates have an equal opportunity to demonstrate their abilities.
* Ensure the security of the examination papers and completed response sheets, before, during and after the examination.

**People management**

* Line management of a team of Invigilators alongside the Data Manager.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Promote and act in accordance with the Code of Conduct and key policies including the Trust’s Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Demonstrate a commitment to continuous professional development
* Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Invigilation trained | Desirable | Application |
| Numeracy/literacy skills (at a level equivalent to NQF Level 2) | Desirable | Application |
| First Aid Trained | Desirable | Application |
| **Knowledge and Experience** |
| Recent invigilation experience | Essential | Application, Interview |
| Be appropriately trained in their duties | Essential | Application, Interview |
| Knowledge and understanding of the external examination systems | Essential | Application, Interview |
| Be fully conversant with the JCQ examination requirements |  | Application, Interview |
| Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public  | Essential | Application, Interview |
| Experience of delivering to deadlines and achieving set targets to a high standard | Essential | Application, Interview |
| Ability to organise and prioritise workload effectively to gain maximum productivity | Essential | Application, Interview |
| Strong IT skills including Microsoft PowerPoint, Excel, Word and Outlook | Essential | Application, Interview |
| Ability to work effectively as part of a team | Essential | Application, Interview |
| Be able to maintain confidentiality | Essential | Application, Interview |
| Effective written and oral communication skills | Essential | Application, Interview |
| **Behaviours and Values** |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organization | Essential | Application, Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | Essential | Application, Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Application, Interview |
| Effective staff motivation and development, including establishment of a positive performance management culture  | Essential | Application, Interview |
| Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the students | Essential | Application, Interview |
| Self motivation and personal drive to complete tasks to the required timescales and quality standards | Essential | Application, Interview |
| Personal commitment to the school’s professional standards, including dress code, at all times | Essential | Application, Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.