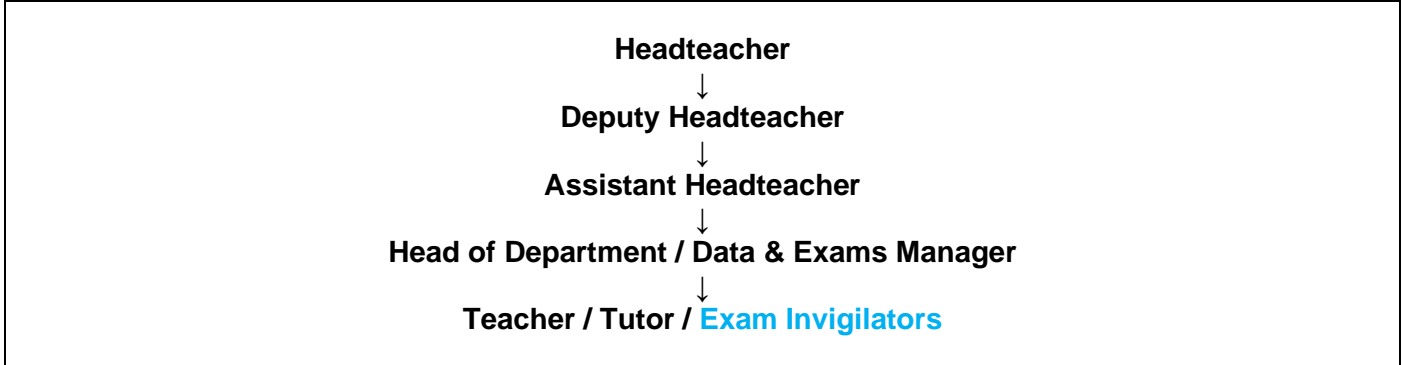


King's Academy Easthampstead Park

Job Description – Exam Invigilator

Location: King's Academy Easthampstead Park	Department/Division: Exams
Job Title: Exams Invigilator	
Pay Grade: £12.90 per hour (including London fringe and holiday entitlement)	Accountable to: Data and Exams Manager

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 terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction/instruction of the Examinations & 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.

King's Academy Easthampstead Park

Person Specification – Exam Invigilator

Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Level 2 Qualifications • Literacy and Numeracy skills 	
Experience		<ul style="list-style-type: none"> • Previous experience working with young people
Skills	<ul style="list-style-type: none"> • Flexible, calm and organized 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 	
Safeguarding and Child Protection Requirements	<p>Safeguarding requirements All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.</p> <p>To satisfy and comply with Safeguarding and Child Protection requirements you will be required to complete the following (resources will be provided upon appointment):</p> <ul style="list-style-type: none"> • Child Protection in Education 11-18 years • The Prevent Duty • Equality and Diversity • Raising Awareness of Peer-on-Peer Abuse • Female Genital Mutilation Awareness • Sexual Violence and Harassment between Children and Young People • A Practical Guide to the GDPR for Education • Child Protection Induction • Manual Handling • Cyber Security Awareness <p>You are expected to read and understand at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" - this is available on the school website under information/policies.</p> <p>The KAEP Safeguarding and Child Protection policy is sent to all new employees with their appointment pack. Both of these items will be covered in the Child Protection induction.</p>	

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The post holder is responsible for ensuring the school child protection policy is adhered to and concerns raised in accordance with this policy.

An enhanced DBS check will be undertaken.

In addition, the following personal qualities would be advantageous:

- Positive approach and can-do attitude

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to satisfactory clearance, an enhanced Disclosure and Barring Service check will be undertaken upon appointment.