



Casual Exam Invigilator

Salary / grade range	£12.38 (plus holiday allowance)
Location	Co-op Academy Stoke-on-Trent
Reports to	Exams Officer

Purpose of role:

Oversee and supervise internal/external examinations/assessments on an ad hoc basis. Ensure that the academy complies with all necessary exam board regulations.

Key accountabilities (and specific duties / responsibilities):

- Assist in the setting up of the examination room
- Ensure all candidates receive appropriate exam question and answer papers
- Be aware of any needs a candidate may have during an exam
- Consult with the exams officer with any candidate issues
- Ensure no inappropriate items are brought into the exam room
- Ensure candidates are aware they are under exam conditions throughout the exam session.
- Record the start and finish times of the exam, ensuring efficient time keeping is maintained
- Complete the attendance register
- Supervise candidates within the exam room and any candidate who may need to leave the room during the session
- Ensure answer scripts are collected in candidate number order, not left unattended and are safely stored
- Attend training/refresher or review sessions as required
- Assist in other duties as may reasonably be requested by the academy from time to time



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> • Good numeracy and literacy skills 		A & I
Experience <ul style="list-style-type: none"> • Prior experience would be advantageous however training will be provided 	D	A & I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Verbal and written communication skills • Ability to work constructively as part of a team • Ability to relate well to students and adults • Methodical with good attention to detail • Be aware of and comply with the policies and procedures relating to safeguarding 		A & I A & I A & I A & I A & I
Personal Qualities <ul style="list-style-type: none"> • Flexible approach • Excellent time keeping • Professional approach • Takes responsibility and accountability 		A & I A & I A & I A & I

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.



Academies Trust

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.