**Job Description: Lead Invigilator**

**Reports to:** Exams Manager

**Salary:** £11.92 per hour

**Hours:** Casual contract; hours will be variable dependent on need, between   
 8am and 5pm.

**The Role**

To lead a team of invigilators in conducting internal and external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

**Key responsibilities**

* To be responsible for the smooth running of the examinations process in the examination room for each session, maintaining the integrity of the exams process.
* To check the examination room prior to the arrival of candidates to ensure that:
* heating, lighting, ventilation and levels of extraneous noise are acceptable
* no display materials that might be helpful to candidates are visible
* a reliable clock of readable size is visible to each candidate
* the Warning to Candidates is displayed both inside and outside the examination room
* the Notice to Candidates is displayed in a public place outside the examination room
* the seating arrangements prevent candidates from overseeing the work of others
* To ensure that a signed record is kept of the seating and invigilation arrangements
* To carry out checks on the identity of candidates on their arrival
* To take all reasonable steps to ensure that:
* only the official examination stationery is used by candidates
* candidates take into the examination room only those articles, instruments or materials which are expressly permitted
* candidates have all the necessary material to enable them to complete the examination
* To open the packet of examination papers and issue the correct papers to candidates
* To give clear instructions to candidates and invigilators
* To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
* To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body
* To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
* At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers
* After collation, to ensure scripts and unused stationery are kept secure until handed to the Exams Manager
* To ensure that the room is left in a tidy condition.

**Other**

* Carry out other reasonable duties as directed by your Line Manager/SLT

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Person Specification: Invigilator**

**Qualification Criteria**

* Right to work in UK
* First Aid qualification desirable.

**Knowledge and Experience**

* Experience of working as an exam invigilator or in an educational setting (desirable)
* A sound knowledge of the JCQ General Regulations and Instructions for Conducting Examinations publications (desirable).
* Ability to demonstrate accuracy and attention to detail
* Ability to work effectively and supportively as a member of the team
* Good written and oral skills
* Ability to act on own initiative, dealing with any unexpected problems that arise
* Ability to demonstrate commitment to Equal Opportunities

**Personal skill and characteristics**

* Ability to demonstrate flexible approach
* Ability to offer reliability and punctuality
* Willingness to participate in further training and development opportunities offered by the school
* Ability to be firm but fair at all times
* Ability to demonstrate common sense and initiative
* Willingness to maintain confidentiality on all school matters

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* This post is subject to an enhanced DBS disclosure.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*