

JOB DESCRIPTION

Job Title:	Exam Invigilator
School:	Orchards Academy, Swanley
Reporting To:	Deputy Headteacher / Exams Officer
Key Internal Relationships:	Headteacher, SLT, Teaching Staff, Support Staff, Trust HQ, other TKAT schools
Our Commitment	
<p>Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety.</p> <p>We do not expect candidates to have in-depth experience of every element of an application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.</p> <p>Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.</p> <p>Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.</p>	
Job Purpose	
<ul style="list-style-type: none"> ● To prepare for and invigilate examinations at Orchards Academy during the mock and formal examination season/ seasons. 	
Key Responsibilities	
<ul style="list-style-type: none"> ● Setting out exam papers and materials in the examination rooms before exams ● Admitting students to the exam room in a quiet and orderly manner ● Verbally giving all students full instructions before the beginning of the exam ● Invigilating and conducting the exams according to the Joint Council of Qualifications Regulations ● Registering the candidates present on seating plan ● Remaining vigilant during the exams ● Collecting and checking scripts at the end of the exams 	

- Preparation of materials for the following session of exams
- Prepare and administer access arrangements accurately and effectively where appropriate
- Complete relevant safeguarding and exam office training

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Lead Practitioner of Geography will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Criteria	Essential (E) / Desirable (D)	Assessment (A=Application, I=Interview, R=References)
Qualifications, Training and CPD		
Basic literacy and numeracy skills (equivalent to GCSE Grade 4/C or above).	E	A, I, R
Willingness to undertake mandatory training in exam procedures and regulations.	E	A, I, R
Experience		
Proven experience in a role requiring high levels of responsibility or adherence to rules.	E	A, I, R
Experience working within an educational or regulated environment.	D	A, I, R
Knowledge & Skills		
Excellent attention to detail and ability to read, understand, and strictly follow complex, non-negotiable procedural instructions (e.g., JCQ regulations).	E	A, I
Clear verbal communication to give precise instructions and respond calmly to queries.	E	I
Ability to accurately handle, count, and manage sensitive exam papers and materials.	E	A, I
Ability to constantly scan and monitor a room of students for extended periods.	E	A, I

Personal Qualities		
Proven record of excellent attendance and ability to commit fully to scheduled sessions, sometimes at short notice.	E	I
Ability to remain impartial, calm, and firm.	E	I
Willingness to work irregular or varying part-time hours across morning and afternoon sessions during the exam periods.	E	I
Resilience, enthusiasm, and a positive, flexible approach to work.	E	I