

## Eastern Learning Alliance Invigilator Job Description

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|--------------------------|-----------------------------|
| <b>Post Title</b>        | <b>Invigilator (casual)</b> |
| <b>Reporting to:</b>     | Exams Officer               |
| <b>Location:</b>         | Vista Academy Littleport    |
| <b>Disclosure Level:</b> | Enhanced DBS                |

### Primary Purpose of the Role

#### JOB PURPOSE

To ensure the fair and proper conduct of examinations in an environment that enables all candidates to perform at their best. Invigilators play a crucial role in upholding the integrity of the exam process, supporting students, and following regulatory requirements.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervise candidates throughout examinations, ensuring exam conditions are maintained
- Distribute and collect exam materials in line with exam board regulations
- Ensure candidates are aware of exam conditions and respond to queries within the parameters of the exam rules
- Monitor attendance and keep accurate records
- Report any incidents or irregularities according to school and exam board procedures
- Maintain confidentiality and security of exam materials at all times
- Support with the preparation and organisation of the exam room before and after each exam session
- Uphold the highest standards of integrity and professionalism

### Person Specification

- Educated to GCSE level (or equivalent) in English and Maths
- Experience of working with young people is desirable
- Experience in a supervisory or responsible role is desirable

### Skills, Knowledge & Personal Qualities

- Willingness to undertake all required training essential for the role
- Good organisational skills and attention to detail
- Ability to follow procedures and instructions precisely
- Effective communication skills
- Ability to remain calm under pressure
- Basic IT skills
- Reliable and punctual
- Professional and approachable manner
- Commitment to upholding the values and ethos of the school
- Ability to work as part of a team
- Commitment to equality, diversity and inclusion

## **Safeguarding**

- Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- Undertake regular safeguarding/child protection/adult protection training as required by the Trust
- Report any concerns in accordance with the Trust's safeguarding/Child protection policies

Whilst every effort has been made to list the main duties and responsibilities of the post, each individual task undertaken may not be identified.