

Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

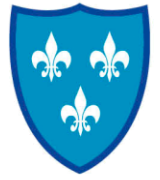
Job Title:	Examination Invigilator
Line Manager:	Examinations Officer
Location:	Soham Village College
Salary:	Level 1, Scale 2
Hours of work:	During exam periods, term time only (when required) <i>Exams are different lengths of time, therefore you will need to be available for periods between 8.15am and 3.15pm</i>

Job Purpose:

Ensure candidates have an equal opportunity to demonstrate their abilities. Ensure the security of the examination before, during and after the examination. Prevent possible candidate malpractice and possible administrative failures.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- Comply with regulations set out by the Joint Council for Qualifications (JCQ) and Awarding Bodies for external examinations
- Comply with regulations set out by the Examinations Officer for internal examinations
- Attend meetings and training sessions as required
- Observe the obligations of the School's child protection procedure, including reporting any concerns noted or suspected
- Comply with the requirements of the General Data Protection Regulation and Data Protection Act, ensuring appropriate confidentiality at all times



- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

This job description is not necessarily a comprehensive definition of the post.

The job description will be reviewed after one term and then annually.