**JOB** **ROLE:** **Exams Invigilator**

**PAY** **BAND:** **£13.43 per hour**

**REPORTS** **TO:** **Examinations Manager**

Mayfield School is at the heart of a thriving and diverse local community. We are one of the first single-site, all-through maintained schools in the country, which we believe provides us with a unique opportunity to improve and shape the lives of all students (Year R – Year 11) in our community. We strive for all students of Mayfield School to receive a high quality education, in a safe environment where all children are valued, supported, inspired and future ready!

We are a friendly, vibrant school with high standards and expectations.  We pride ourselves on the positive relationships we foster, knowing every young person as an individual and challenging each of them to have the highest possible aspirations through our ambitious and inclusive curriculum. Our ambition is to build on our excellent pastoral care with high standards and expectations so that young people are able to flourish and to achieve their very best.

Mayfield School started a new era with the opening of our brand new state-of-the-art building in 2021. This has provided our school community with new facilities, such as a large sports hall, new drama rooms, new assembly hall, a large canteen and café area.

**Key Purpose:**

* To be responsible for assisting with and maintaining the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
* To support theExaminations Manager in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
* To ensure examinations are conducted in accordance with regulations
* Through taking an ethical approach and working proactively to avoid malpractice among students, supports the Examinations Manager in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place

**Accountabilities:**

1. Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
2. Ensure all exam accommodation is prepared in accordance with the requirements
3. Manage unexpected issues/irregularities which may affect the conduct of examinations
4. Support the Examinations Manager in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
5. Support students with special requirements agreed by the Examination Boards
6. Support emergency access arrangements for eligible candidates as the need may arise during exam time
7. Maintain the confidentiality and security of candidates’ responses and dispatch scripts according to the requirements
8. Undertake training, update or review sessions as required
9. Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Examinations Manager, for example:
	1. the preparation for and conduct of internal examinations under external examination conditions
	2. other exams-related administrative tasks

6. **Additional Duties.**

1. To participate fully in the delivery of the Personal Development Curriculum, leading events as required.
2. To take responsibility for your own wellbeing.
3. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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