

Medway Test Senior Officer

DESIGNATION Medway Test Senior Officer

DEPARTMENT Education Access

RESPONSIBLE TO Test Lead

GRADE Casual

1. MAIN PURPOSE OF JOB

To lead the administration and delivery of the Medway Test in a test room with, if applicable, specialist environments, including Special Arrangements testing, supporting candidates with SEND, mental health needs, challenging behaviour or other vulnerabilities. To ensure that testing is conducted safely, fairly and in strict accordance with the Test Regulations, Staff Manual, training materials and test-day instructions. To work closely with the Test Lead and wider Test Centre staff to guarantee that candidates with, if applicable additional needs receive the correct adjustments, supervision and support.

2. KEY RESPONSIBILITIES

General Senior Officer Duties

- Lead invigilation in the test room, and other approved adjustments including scribe, reader and additional time.
- Ensure all Special Arrangement candidates' needs (if applicable) are met as stated in their outcome letters and test instructions.
- Maintain a calm, reassuring and safe environment for all candidates including de-escalation when necessary.
- Liaise with the Test Lead to communicate candidate needs, behaviours, concerns or incidents.
- Supervise Test Officers within the test room to ensure compliance with all test regulations.
- Deliver each test paper verbatim and in accordance with strict Medway Test conditions.
- Count, recount, secure and pack test papers in line with Medway Council procedures.
- Ensure no test materials remain in the test room after the test.
- Record accurate required invigilation paperwork for all candidates assigned to their room.
- Ensure the test room meets required standards (clock visibility, signage, seating, noise control).

3. PERSON SPECIFICATION

Qualifications

Essential

- To be educated to GCSE level or equivalent, including English and Maths

Desirable

- A current full First Aid certificate.
- Additional safeguarding or exam administration training.

Experience

Essential

- Experience working in a school or educational setting.
- Experience working with parents, carers or external professionals.
- Experience supervising children or groups in a structured environment.

Desirable

- Experience leading a team in a high-pressure or time-sensitive environment.
- Experience supporting pupils with special arrangements or additional needs.
- Experience supporting vulnerable or high-needs children.
- Experience supporting, invigilating or administering tests/examinations
- Experience working with parents, carers or external professionals involved in SEND.

Skills

Essential

- Ability to understand and apply written instructions under examination conditions.
- Strong verbal communication skills, with the ability to read instructions clearly, confidently and verbatim.
- Excellent organisational skills and attention to detail, especially in completing forms and paperwork accurately.
- Ability to identify potential issues (e.g., distractions, non-compliance) and take appropriate timely action.
- Ability to manage time effectively and maintain the test-day timetable without delays.
- Ability to supervise and direct Test Officers and support staff in the test room.
- Ability to remain calm, professional and decisive under pressure.
- Strong problem-solving skills, including managing noise, distractions or unexpected incidents quickly and safely.

Desirable

- Confident in managing parents, pupils, and staff in busy or sensitive scenarios.
- Confident in using devices and equipment used in test conditions.

Knowledge

Essential

- Understanding of safeguarding principles when working with children.
- Awareness of the importance of confidentiality and data security relating to test materials.
- Understanding of fair testing conditions and equal access for all candidates.

Desirable

- Knowledge of special arrangements, their purpose, and how they are implemented in exam settings.

Personal Qualities

Essential

- Commitment to equality, diversity and inclusive practice.
- Reliable, punctual and able to model professional conduct at all times.

- Confidence and authority to lead a test room and ensure strict examination conditions are upheld.
- Ability to remain alert and focused throughout long periods of supervision.
- Calm, patient and child-focused, especially when supporting nervous pupils.
- Integrity and trustworthiness, particularly regarding secure handling of test papers.
- Ability to follow procedures precisely and without deviation.
- A proactive approach to identifying and resolving issues before they impact test delivery.

Desirable

- Willingness to undertake further training relevant to examinations or safeguarding.

Other Requirements

- Must pass safeguarding checks to be a lead in a test room.
- Must be available for all allocated test dates and attend required training.
- Must maintain confidentiality and comply fully with the Medway Test Staff Manual and procedures.
- Physically able to move around the test site, supervise a test room, and manage examination materials.
- Willing to work at different test venues if required.