



Job Description Exam Invigilator

Scale: £9.77 per hour including holiday pay
Casual hours as required by the school

The following information is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. It will be reviewed at least once a year as part of the school's Appraisal process and it may be subject to modification at any time after consultation with the post holder. The post holder may be required to take on responsibilities throughout the school as required, at the discretion of the Headteacher - taking notice of training undertaken or by providing it, and appropriate safety factors.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- As an Equal Opportunities Employer we require our employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The post holder is subject to all relevant statutory and institutional requirements and shall uphold the school's policy in respect of child protection and safeguarding matters.
- The school is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Prime Objectives of the Post

- To work as directed by the Exams Officer providing clerical and organisational support to ensure that examinations are conducted according to the JCQ guidelines.
- To start, supervise and finish both internal and external examinations.
- To invigilate during the examinations, dealing with queries and with examination irregularities in accordance with strict procedures.
- To play a key role in upholding the integrity and security of the exams, keeping confidential exam papers and materials secure before, during and after exams
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

NB: The post will involve long periods of sitting or standing.

Supervisory/Managerial Responsibilities

- No direct supervision over other members of staff.



Supervision and Guidance

- To work under the guidance of the Exams Officer, teaching/senior staff and within an agreed system of supervision.
- Ultimately responsible to the Headteacher but managed by the person with delegated responsibility.
- Working under the direction of the Exams Officer on a casual basis.
- Expected to perform delegated duties with minimal supervision and use initiative in the pursuance of school policies, procedures and programmes.

Range of Decision Making

To make decisions using initiative where appropriate within established working practices. The postholder will be expected to use good common sense and initiative in all matters relating to:

- The conduct and behaviour of individuals and groups of pupils.
- The correct use and care of materials by individual and groups of pupils.
- The safety, mobility (if required) and hygiene and well being of the pupils.

Responsibility for Assets, Materials etc

- To maintain the confidential nature of information relating to examinations, the school, its pupils, parents and carers in accordance with GDPR.
- Responsible for the provision, use and storage of equipment and materials prepared by the postholder and used by the pupils with whom the postholder is working.

Contacts

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Contractors, External Agencies.

Range of Duties

Responsibilities: -

- Ensure the exam room is set up according to the requirements and assist with laying out stationery, equipment and examination papers.
- Read or scribe for pupils with specific examination requirements.
- Assist candidates prior to the start of the examination by directing them to their seats and advising them about possessions permitted in the examination.
- Responsible for distribution and collection of correct exam materials to candidates.
- Remain vigilant and always supervise candidates to prevent malpractice.
- Ensure that candidates do not talk once inside the examination room.
- Announce regulations at the beginning of each examination and ensure they are strictly adhered to.
- Keep disruption in the exam room to a minimum.
- Complete attendance registers.
- Ensure no communication with any candidate on matters relating to the requirements for answering particular questions unless instructed to do so by the Exams Officer.



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- Supervise candidates leaving the examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave in an orderly and quiet manner.
- Collect and collate examination scripts and associated documentation and equipment adhering to strict procedures.
- Complete annual training as directed by the Exams Officer.

Supporting for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Establish constructive relationships and communicate with other professionals, to support achievement and progress of pupils.
- Attend and participate in regular team meetings.
- Participate in training and other learning activities as required.
- Supervise pupils on visits, trips and out of school activities as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Fluency Duty

In line with the immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard – for this role the post holder is required to meet the Intermediate Threshold Level - The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.