

JOB DESCRIPTION

JOB TITLE: Exam Invigilator

GRADE: (B3) £9.62 per hour plus holiday pay

LINE MANAGED BY: Examinations Officer and Data Assistant

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The holder is expected to carry out the professional duties of the post as circumstances may require, under the reasonable direction of the Headteacher.

Job Purpose:

- To assist at peak examination times throughout the academic year, particularly during the GCSE summer exams from early May to the end of June. To invigilate a range of external examinations at the School in accordance with the Joint Council for Qualifications guidelines.

Key responsibilities:

- To assist the Examinations Officer with the smooth running of the external and internal examinations
- To ensure candidates comply with the awarding body and School regulations at all times
- To supervise candidates in a professional, quiet and unobtrusive manner and respond to candidates' queries in accordance with the exam board regulations
- Assist students with approved access arrangements which may include acting as a reader and/or scribe
- To arrive at the nominated examination venue at the time agreed
- To supervise candidates entering the exam hall in an appropriate manner
- To start and finish the exam as directed by the Senior Invigilator and the Examinations Officer
- Opening and distributing papers and any other authorised materials, ensuring that candidates have correct papers as directed by the Examinations Officer
- Supervising any candidates who may need to leave the room in accordance with regulations and as directed by the Examinations Officer
- Collecting scripts in candidate number order as directed by the Examinations Officer
- Checking that nothing is left at the exam desks and no graffiti has been made during the exam
- Ensuring scripts are never left unattended as directed by the Examinations Officer
- To assist the Examinations Officer when required to package the scripts to send to the exam board
- To attend training sessions as required
- To carry out other duties as reasonably requested by the Headteacher

Other Information:

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.

- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.