



# Exam Invigilator

## Sir John Leman High School

*Opportunity, Community, Excellence*



## Job Description: Exam Invigilator



SIR JOHN LEMAN  
HIGH SCHOOL  
AND SIXTH FORM

**Reports To:** Exams Manager/ Deputy Head

**Direct reports:** N/A

**Grade:** Grade 2, point 4

### **Role Purpose:**

To assist the Exams Manager to ensure the correct running of external examinations in the exam room.

### **Key Responsibilities:**

- Collecting papers from the Examinations Manager
- Admitting candidates to the room in a quiet and orderly way
- Registering the candidates present in the room
- Conducting the exam according to the Joint Examinations Board's regulations
- Collecting papers in candidate order at the end of the exam
- Invigilators must be constantly vigilant when the exam is running and should not do any other task.
- Invigilators are provided with all regulations, necessary papers and seating plan for each exam.
- Invigilators are required to report to the Exams Officer 30 minutes before the start of an examination session.
- Invigilators should enjoy working as part of a team and should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.
- The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.
- This centre requires invigilators to wear "smart" dress to promote a formal atmosphere within the exam room, and soft-soled shoes to avoid distracting noise.
- The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

*Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.*

### **All employees of Kingfisher Schools Trust will:**

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



## Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none"><li>• Good Level of education</li></ul>	
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none"><li>• Experience of working in a similar role or educational setting</li><li>• Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.</li></ul>	
<p><u>Skills and behaviours:</u></p> <ul style="list-style-type: none"><li>• Excellent organisational skills, having the ability to multi-task and cope with the pressures of being on reception.</li><li>• Ability to work independently and use own initiative.</li><li>• Able to deal with difficult situations effectively</li><li>• Understand and support the importance of physical and emotional wellbeing of students.</li><li>• Flexible, helpful nature</li></ul>	
<p><u>Professional development:</u></p> <ul style="list-style-type: none"><li>• Commitment to personal professional development</li></ul>	