



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## **Job Description: Exam Invigilator**

**Reporting to: Exams Manager**

### **Key responsibilities:**

To conduct examinations in accordance with JCQ Awarding Body and Nicholas Breakspear Catholic School guidelines.

### **Before exams**

- To report to the Examinations Officer prior to each exam session for briefing
- To keep confidential exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms under formal exam conditions
- To identify, seat, and instruct candidates in the conduct of their exams
- To ensure candidates do not communicate once inside the exam room
- To distribute exam papers and materials to candidates
- Instruct candidates in the conduct of their exams
- To deal with candidate queries.

### **During exams**

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies and irregularities effectively
- Record/report and incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to regulations.

### **After exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check that candidates' names on scripts match the details on the attendance register
- To securely return exam scripts and other materials to the Exams Manager

### **Other tasks**

- Undertake online training and assessment, update and review sessions as required
- Undertake other exam related tasks as when requested by the Exams Officer e.g. supervising candidates who have an exam timetable clash.

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## **Personal and Professional conduct**

- Have professional regard for the ethos, policies and practices of Nicholas Breakspear Catholic school
- Demonstrate positive attitudes, values and behaviours to develop effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following statutory guidance along with school policies and practice
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Respect individual difference and cultural diversity

## **General requirements**

The post-holder will be required to:

- comply with the Health and Safety Policy
- comply with the General Data Protection Regulations (GPR)
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development
- participate in Performance Management

## **Experience**

Experience is not required as training will be provided. However, the ideal candidate will:

- be flexible, reliable and available during the main exam periods
- have excellent verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms
- work well as part of a team
- be able to give instructions
- have good IT skills

## **Knowledge**

- Safeguarding policies and procedures
- Level 2 Safeguarding (training provided)
- Experience in dealing with sensitive and confidential issues
- Health & Safety
- Good IT Skills
- Understanding of the School's ethos and values

## **Competencies**

- Clear and confident verbal communication skills in English
- Strong attention to detail
- Strong observation skills
- Ability to sustain concentration
- Analytical thinking
- Confidentiality

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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

**Signed by**

**Staff member:**

**Date:**

**School Business Manager:**

**Date:**

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