



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Exam Invigilator

Line Manager: Michelle Newman – Cover Manager / Exams Officer

Location: Stewards Academy

Performance Management Reviewer: Michelle Newman – Cover Manager / Exams Officer

Job Purpose

To implement examination procedures and ensure the proper conduct of examination candidates.

Main / Specific Tasks & Responsibilities

- Hand out appropriate question papers to candidates.
- Read out examination instructions.
- Record examination start and finish times.
- Instruct candidates to begin examinations.
- Complete attendance register and seating plan as required, when instructed.
- Collect candidate cards according to instructions.
- At the end of the examination, collect candidate and question papers in accordance with instructions.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.
- Ensure silence in the examination room and avoid disruption.
- Ensure that all candidates comply with any instructions.
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found.
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person.

- When absolutely necessary, supervise a candidate who has temporarily left the exam room.

Whole School

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but, in consultation with you, may be changed by a co-principal to reflect or anticipate changes in the job commensurate with the grade and the job title.

**Vic Goddard
CEO
February 2025**