

Examinations Invigilator	Job Description & Person Specification
Version 1.0	

Trust Department:	Support Staff
Pay Scale:	B3
Responsible to:	Exams Officer
Responsible for:	Upholding and safeguarding the regulations and requirements of the relevant examining bodies

Purpose of the Job

To protect the integrity of examinations, helping to ensure optimal exam conditions for all students. To uphold and safeguard the regulations and requirements of the relevant examining bodies.

Responsibilities

To support the Lead Invigilators with the day-to-day operation of examination venues. This duty may include:

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Offering advice and guidance to unregistered candidates without allocated seats
- Ensuring that candidates do not talk once inside examination venues
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- Collecting and collating scripts at the end of the examination in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue and ensuring that candidates leave venues in an orderly and quiet manner
- Acting as Readers and Scribes to support those students with Access Arrangements (training will be provided)
- Complying with Awarding Body Inspections.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

PERSON SPECIFICATION

Experience	Essential	Desirable	How assessed
Experience of working or studying in higher education environment		✓	Appl/Int/Ref

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
An understanding of examination processes		✓	Appl/Int/Ref
Effective oral/written communication skills	✓		
Accuracy and attention to detail	✓		
Flexible approach to work	✓		
Ability to relate to academic staff and students	✓		
Ability to work independently and as part of a team	✓		
Ability to work under pressure and to tight deadlines	✓		
Ability to follow strict procedure and regulations	✓		

Personal qualities	Essential	Desirable	How assessed
Excellent interpersonal skills	✓		Appl/Int/Ref
Positive attitude to work	✓		
Professional at all times	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent interpersonal skills	✓		