

	Job Description	
	Role: Invigilator	Reports to: Exams Officer
	Salary (hourly rate): £12.90 per hour	
	Role specifics: Hourly paid variable hours' contract	

Purpose of the Role

The post holder will work under the direction of the Exams Officer to deliver school and public exams across the various year groups.

Main Areas of Responsibilities

The main responsibilities of an Invigilator include, but are not limited to:

- Set up the exam room, including distributing exam papers
- Admit students to the exam room
- Supervise candidates while the exam is in progress
- Collect papers at the end of the exam and see out candidates
- Report any concerns to a Lead Invigilator in the first instance, and if necessary the Exams Officer
- Attend at least one annual training session, and keep up to date with all guidance that is provided
- Maintain the confidentiality of the entire exams process
- Support students with access arrangements during exams as needed

Equalities

Be aware of and support students with different experiences and backgrounds and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the postholder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure and Barring Service

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 Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 4-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

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.

Knowledge, experience and personal attributes

	Essential	Desirable
Experience	• Experience of working as part of a team • Experience in basic administration	• Experience within a school setting
Professional Knowledge and Skills	• Good communication skills, and ability to communicate effectively with both colleagues and young people • Good written skills • Basic IT skills	
Personal Qualities	• Ability to remain calm under pressure • Ability to demonstrate empathy and understanding of children's needs • Support inclusion and diversity • Ability to listen and communicate with clarity • Reliability and punctuality • Ability to follow instructions and JCQ guidelines • Meticulous approach to work • Flexibility	

Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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Date:	
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