



JOB DESCRIPTION

SCHOOL: Stoke High School – Ormiston Academy

TITLE: Invigilator

HOURS: CASUAL

RESPONSIBLE TO: Exams Officer

Level Description

- All duties will be carried out within recognised procedures or guidelines.
- May include ad hoc duties, which require some initiative.
- Will make day-to-day decisions about own workload, within a clear framework.
- There will be some need to interpret information or situations and to solve straightforward problems.
- Problems may be referred to line manager, who will be available for direction and guidance.

Key Responsibilities and Tasks

Before the Examination begins

- Check the arrangements in the room.
- Clock showing the correct time is displayed so that students can see it.
- Tables are in straight lines, spaced correctly with names placed on them.
- Examination posters are displayed – no unauthorised material is on display.
- Exam tray is fully stocked – e.g. ICE book, register, means of communication, marker pen and emergency spare equipment.

Start of the Examination

- Ensure that candidates enter the room quietly and calmly, guide them to the correct seat.
- Focus attention on the candidates to ensure they do not talk to each other.
- Collect in any unauthorised material/equipment such as mobile phones.
- Check the date and time of the papers before opening the packets.
- Distribute correct papers to students.
- Give out the approved starting notice – including any errata.
- Ensuring compliance with the regulations on the conduct of examinations.

During the Examination

- Keep attention focussed on candidates in an unobtrusive manner.
- Keep communication between invigilators to a minimum.
- Respond promptly to any raised hands.
- Whilst not disrupting the candidates it is important to be vigilant at all times, providing necessary materials at appropriate times and patrolling examination room.
- Ensure correct exam procedure is being followed and refer suspected malpractice or any irregularity or incidents in the examination process to the Examinations Officer or Lead Invigilator as appropriate.

At the End of the Examination

- Collect in papers and any other material.
- Return equipment to students.
- Ensure that students leave the room quietly and calmly – usually row by row.
- Collate papers.
- Cover you will be assigned to other tasks such as general classroom support or admin tasks.

Support to Academy

- Contribute to the overall ethos/vision/aims of the Academy.
- Appreciate and support the role of other professionals.
- Be aware of and comply with policies and procedures relating to child protection.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To assist in establishing good relationships with students, parents and teachers.
- To contribute, where appropriate to extra-curricular activities in order to provide further opportunities for pupil's academic, social and cultural development.
- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential or sensitive information.
- As directed by the line manager the post holder may also be required to undertake other duties commensurate with the grade in relation to a post of this nature.

Flexibility Clause

To undertake such duties and work hours as agreed with the Principal and carry out duties as may be required from time to time as detailed by the Principal.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

Employee Name:

Employee Signature:

Date:

Principal's Signature:

Date:

