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## Job Profile

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<b>Job Title:</b>	<b>Exam Invigilator</b>
<b>Pay Scale:</b>	<b>Scale 1</b>
<b>School:</b>	<b>Sanders Draper</b>
<b>Responsible to:</b>	<b>Exams Officer</b>
<b>Job Purpose:</b>	<b>To support the school's existing staffing levels during the examination periods</b>

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### Main duties and responsibilities:

- To uphold JCQ regulations and guidelines
- Ensuring that the room meets requirements (clock clearly visible to all etc)
- All invigilator training to be completed in a timely manner
- Getting candidates into the exam hall in an appropriate manner.
- Ensuring that candidates have correct papers.
- Ensuring correct identification of all candidates.
- Dealing with extra candidates not on the register.
- Ensuring candidates are aware they are under exam conditions, (e.g., retrieving mobile phones).
- Reading erratum notices.
- Notifying candidates of the start of the exam.
- Recording start and finishing times of exams.
- Organising and distributing papers and any other authorised materials to candidates.
- Ensuring the attendance register is completed.
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Supervising candidates in a quiet and unobtrusive manner.
- Responding to candidates' queries in accordance with exam regulations.
- Supervising 'clash' candidates between exams.

- Distributing additional paper/equipment as required.
- Ensuring that efficient timekeeping is maintained.
- Notifying candidates that the exam has finished.
- Ensuring exam conditions are maintained until candidates are dismissed from room.
- Collecting scripts in attendance register order.
- Checking that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensuring that scripts are never left unattended and are safely delivered to the Exams Officer.

**Personal qualities:**

- Accuracy and attention to detail.
- Flexible approach to work.
- Ability to communicate with candidates and staff clearly and accurately.
- Ability to work to predetermined instructions.
- Ability to work as part of a team or alone as necessary.
- Reliability and punctuality.
- Ability to keep calm under pressure or during unexpected circumstances.
- Common sense and initiative.
- Ability to judge when a decision is not theirs to make.
- Effective spoken and written communication skills.
- Ability to be firm but fair at all times.

**Other Professional Responsibilities**

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.

**Notes:**

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the post holder after one year and may then be reviewed from time-to-time.

**Signed:** .....

**Date:** .....

Success for All Educational Trust is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.
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