



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

Exam Invigilator



JOB TITLE: Exam Invigilator
REPORTS TO: Exams Officer / Headteacher
GRADE / SCALE: Scale 1

JOB PURPOSE

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

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity & Inclusion in Employment Policy in relation to both employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

Procedures

- To work in a set exam environment
- To assist the exams officer with setting up the exam room, including putting out the candidates question papers on their desks
- To check the exam room is set up in line with JCQ guidelines
- Reinforce exam instructions
- Record examination start and finish times
- Be familiar with attendance register and seating plan as required
- Collect candidate cards according to instructions
- At the end of the examination, collect candidate question papers in accordance with instructions
- Ensure candidates follow proper conduct during entry and exit of exam hall
- Follow any exam specific instructions as advised by Exams Officer
- To undertake compulsory annual invigilator training

Conduct

- 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 necessary, escort candidates to the toilet
- Respond to student requests for equipment.

Invigilators should ensure they are fully familiar with any instructions for the conduct of examinations.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full:

Person Specification – Exam Invigilator

General Heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Basic level of education
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with pupils and colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures

	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role