



RIDGEWOOD SCHOOL

TITLE:	Exam Invigilator
SALARY:	£13.94 per hour – Casual contract
RESPONSIBLE TO:	Exams Officer
PURPOSE OF THE POST:	To support the Exams Officer with the day-to-day operation of examination venues.

DUTIES AND RESPONSIBILITIES/KEY TASKS:

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- Assisting with the preparation of seating plans.
- 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.
- Ensuring that candidates do not talk or attempt to communicate with any other students once inside examination venues.
- Ensuring that candidates do not have any unauthorised items with them in the examination venue.
- To log any incidents as required
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals.
- 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 without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- In the event of any disturbance to an exam contact should be made to the Examinations Officer and another invigilator note the time in the incident book in the exam room as a report may be sent to the exam board.
- To assist SEND students as directed.
- To follow JCQ regulations and attend any training/update meetings as required.

Hours Required

- Examinations and Mock Examinations take place during varying periods and the length of sessions can vary. The successful applicant must be available during the Summer examination season which runs during May and June. The number of hours and weeks when work is available will vary according to the exam timetable.

Miscellaneous

- To have a good command of written and spoken English.
- To be confident and able to communicate with staff and Students.
- To be a good team member and have the ability to work on own initiative.
- To be flexible.
- Hold positive values and attitudes and adopt high standards of professional conduct.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- Undertake such other duties that may from time to time be reasonably requested.
- To undertake appropriate training as required, in order to be able to undertake the duties and responsibilities that are required.
- Treat all aspects of the role with the strictest confidentiality.

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period.
Confirmation of the position is subject to satisfactory completion of this period.**