



**TOWNSEND**  
CHURCH OF ENGLAND SCHOOL

## **Exam Invigilator**

**Grade: HB2 - £12.65ph**

### **Main purpose**

To ensure the fair and proper conduct of examinations/tests according to the school's/examination board's rules, in an environment that enables pupils to perform at their best.

We are looking to appoint additional Exam Invigilators to join our existing team to assist our Exams Officer with the supervision of public exams. Candidates must have the ability to remain calm under pressure, be flexible and adaptable and be confident in both verbal and written communication skills as the role may include supporting students with reading, scribe and language access arrangements.

The exam period runs from May until June, with other assessments throughout the year. It is essential that you are available throughout the May and June exam period. No experience is necessary, as full training will be provided. This is a term time only, variable hours contract.

### **Key responsibilities**

1. Invigilate the examination, including dealing with examination irregularities.
2. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures.
3. Communicate examination procedures to pupils and oversee behaviour.
4. Respond to pupil requests during the examination.
5. Ensure no unauthorised material is consulted.
6. Escort candidates from the location during the examination, such as for toilet breaks.
7. Maintain candidate attendance and absence records.

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.

### **Job Context**

- Supports the successful administration of examinations in the school as part of a small team of invigilators.
- Work arises in line with examination schedules linked to curriculum being followed. Typically, 2 main blocks of time per annum, one in the Spring and one in the Summer for up to 5 weeks.

### **Knowledge, Skills & Abilities**

- Knowledge of a range of regulations for the conduct of examinations.
- Works to standard examination procedures. Responds to routine pupil requests and problems.
- Skills for providing information to and supervising pupils before, during and immediately after examinations, overseeing pupil behaviour.

### **Supervision**

- Works within examination procedures, some discretion in relation to issues arising.
- No supervisory responsibility.

## **Problems, Demands & Decisions**

- Works within examination procedures, some discretion in relation to issues arising   
Prolonged periods of concentrated sensory attention whilst invigilating examinations.
- Exposure to difficult or emotionally demanding situations is rare.

## **Dimensions**

- No financial responsibility.
- No supervisory responsibility.



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- Responsible for maintaining candidate attendance and absence records.

## **Physical Effort**

- Requires extended periods of standing.

## **Working Environment**

- Work normally carried out in an examination hall, quiet classroom or similar environment.