

# Job Description

<b>Job title</b>	Examination Invigilator	<b>Grade</b>	Hourly pay rate			
<b>School</b>	Oaks Park High School					
<b>Reports to</b>	Exams Officer /Senior Examination Invigilator					
<b>Responsible for</b>						
<b>Purpose of job</b>						
<ul style="list-style-type: none"> <li>• To provide an invigilation service for all internal and external examinations.</li> <li>• To conduct examinations in accordance with the Joint Council for Qualifications(JCQ) regulations and instructions</li> <li>• To promote a calm atmosphere and ensure the smooth and efficient administration of all examinations, which enable students to perform at their best.</li> </ul>						
<b>Main duties and responsibilities</b>						
<ul style="list-style-type: none"> <li>• To supervise and observe candidates at all times and be vigilant throughout exams, ensuring all candidates follow the regulations of the exam</li> <li>• To maintain confidentiality and security of exam papers at all times</li> <li>• To report any suspicious matters of malpractice to the Senior Invigilator/Exams Officer</li> <li>• To ensure all exam rooms are prepared to the correct standard for examinations to be conducted</li> <li>• To ensure all candidates are seated in accordance to seating plans</li> <li>• To assist to distribute the appropriate exam paper</li> <li>• To ensure all exam scripts are collected after the exam and kept secured</li> <li>• To be aware of any needs that candidates may have during the exam and to attend to these quickly</li> <li>• To ensure there is no talking or conferring between candidates once the exam has begun</li> <li>• Assist to distribute extra writing paper and equipment during the examination</li> <li>• Escort candidates to the toilet if necessary</li> <li>• Begin and end exams in accordance with regulations, in absence of Senior Invigilator</li> <li>• To undertake where required other duties relating to exam administration</li> </ul>						
<b>General</b>						
<ul style="list-style-type: none"> <li>• Attend and participate in relevant meetings, training and other learning activities and performance development as required</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care</li> <li>• Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management</li> </ul>						
<p><i>Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.</i></p>						

## Person Specification

Job Title	Invigilator	Grade	Hourly pay rate			
School	<u>Oaks Park High School</u>					
<b>Education and Qualifications:</b>						
<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy</li> <li>• Have basic IT skills</li> </ul>						
<b>Experience/Knowledge/Skills:</b>						
<ul style="list-style-type: none"> <li>• Ability to relate to young people</li> <li>• Ability to maintain security and confidentiality at all times</li> <li>• To be flexible, reliable and punctual</li> <li>• To be readily available during exam periods</li> <li>• Commitment to maintaining a positive ethos</li> <li>• To be able to deal with students in a calm, formal and professional manner</li> <li>• To be able to work as part of a team</li> <li>• Have effective communication skills and good interpersonal skills</li> <li>• Be confident and have a reassuring presence to candidates in the exams rooms</li> <li>• Ability to follow instructions and work to set procedures and regulations</li> <li>• Ability to be vigilant</li> <li>• To be organised and efficient, paying attention to detail</li> </ul>						
<b>Other job requirements:</b>						
<ul style="list-style-type: none"> <li>• Enhanced Disclosure and Barring service check</li> <li>• Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them</li> </ul>						
Date: February 2025						