

Job Description

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| Job Title | Exam Invigilator |
| Grade | C |
| Responsible To | Exams Officer / Exams & Data/Information Manager / Principal |
| Staff Manage | None |
| Job Family | Examinations |
| Job Purpose | To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best. |
| Job Context | All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise. |
| Accountabilities / Main Responsibilities | |
| Operational Issues | <ul style="list-style-type: none"> • Supervise the candidate's entry into the examination venue • Ensure correct identification of all candidates • Invigilate the examination/test • Respond to pupil requests during the examination • Ensure no unauthorised material is consulted • Escort candidates from the location during the examination, such as toilet breaks • Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies |
| Communications | <ul style="list-style-type: none"> • Communicate examination procedures and conditions to pupils clearly and oversee behaviour • Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions • Notify candidates of the start and finish times of the examination |
| Resource Management | <ul style="list-style-type: none"> • Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures • Distribute additional paper and equipment as required • Collect examinations papers from the candidates at the end of the examination |
| Safeguarding | <ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. |
| Systems and Information | <ul style="list-style-type: none"> • Ensure the candidate attendance and absence records are completed accurately |
| Planning and Organising | <ul style="list-style-type: none"> • Ensure the accurate timing of the examination |
| Data Protection | <ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. |
| Equalities | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues. |

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| Flexibility | <ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures |
| Customer Service | <ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support. |

Person Specification

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| Grade | C | |
| Responsible To | Exams Officer / Exams & Data/Information Manager / Principal | |
| Staff Manage | None | |
| Job Family | Examinations | |
| Essential | | Desirable (if not attained, development may be provided for successful candidate) |
| Knowledge | | |
| <ul style="list-style-type: none"> ● Basic understanding of exam rules and procedures | | <ul style="list-style-type: none"> ● Knowledge of examination board rules and regulations ● An understanding of examination processes ● Knowledge of school behavioural policies |
| Experience | | |
| | | <ul style="list-style-type: none"> ● Experience of working in a school setting ● Experience of invigilating examinations/tests |
| Occupational Skills | | |
| <ul style="list-style-type: none"> ● Good interpersonal and communication skills ● Accuracy and attention to detail ● Flexible ● Reliable and punctual ● Ability to work calmly under pressure ● Ability to make decisions quickly ● Observational skills | | |
| Qualifications | | |
| <ul style="list-style-type: none"> ● Good general standard of education ● Good literacy and numeracy skills | | <ul style="list-style-type: none"> ● Appropriate first aid training (<i>dependant on the school's needs</i>) |
| Other Requirements | | |
| <ul style="list-style-type: none"> ● Enhanced DBS clearance | | |