

Neatherd High School  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	Exams Invigilator
<b>Salary point range:</b>	SCP 2
<b>Responsible to:</b>	Operations Manager: Data, Exams and Cover
<b>Responsible for:</b>	Exam Invigilation and support of the examination process throughout the year
<b>Effective Date:</b>	March 26

**Role and Context**

<b>General Duties and Responsibilities:</b>	Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures  Ensuring candidate have the correct examination papers  Assisting candidates prior to the start of examinations by directing them to their seats and advising them regarding the possessions permitted in examination venues  Ensuring exam conditions are maintained and the JCQ regulations are adhered to at all times  Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures  Checking and recording attendance during examinations  Recording details of late arrivals and early leavers and collecting scripts from early leavers  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  Supervising candidates leaving examination venues, ensuring that they do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner  Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
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**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:****Date:**

<b>General Duties</b>	<ul style="list-style-type: none"><li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li><li>• To maintain Staff and Pupil confidentiality</li><li>• To undertake training as appropriate</li><li>• To participate in the performance management programme</li></ul>
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