



Job Description

POST TITLE: Exam Invigilator

GRADE: Grade 4

RESPONSIBLE TO: Exams Officer

PURPOSE OF THE JOB:

- To supervise students during examinations in accordance with laid down Invigilation guidance and procedures.
- To support the Exams Officer with the day-to-day operation of examination venues.

MAIN RESPONSIBILITIES

1. Invigilation

- under the direction of the Lead Invigilator, to assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- 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 once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations;
- under the direction of the Lead Invigilator, recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- under the direction of the Lead Invigilator, collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- 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.

2. Support for the Exams Officer

- scribing for students with special needs;
- undertake relevant training to keep up-to-date with guidance and procedures.

3. Support for the School

- develop and maintain effective working relationships with staff and students;
- contribute to the maintenance of a safe and healthy environment;
- contribute and participate in school events and activities.



GENERAL NOTES

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



Person Specification

POST TITLE: **Exam Invigilator**

| Criteria | Essential | Desirable |
|------------------------------------|---|--|
| Educational Qualifications | <ul style="list-style-type: none"> ➤ Good educational background with GCSE (or equivalent) in English language | |
| Experience | | <ul style="list-style-type: none"> ➤ Experience of working as an Exam Invigilator ➤ Experience of working in education and/or administration |
| Skills/Abilities | <ul style="list-style-type: none"> ➤ Good timekeeping and organisational skills ➤ Flexible approach to working hours ➤ Excellent communication skills, oral and written ➤ Ability to use own initiative ➤ Ability to adhere to strict procedures ➤ Ability to gain the respect of students ➤ Ability to remain calm ➤ Strong interpersonal skills | |
| Knowledge and Understanding | <ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school | |
| Other Requirements | <ul style="list-style-type: none"> ➤ Willingness to undertake training, as required | |
| Safeguarding Competencies | <ul style="list-style-type: none"> ➤ Commitment to promoting and safeguarding the welfare of all staff and students ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children | |