

JOB DESCRIPTION

Exam Invigilator

REPORTS TO:	Data and Exams Officer
PAYSCALE:	£11.44 per hour
LOCATION:	Burnt Mill Academy
TERMS:	Casual Contract
CONTRACT:	Casual Contract – January 2025 start

PURPOSE OF THE JOB

To implement examination procedures and ensure the proper conduct of examination candidates.

Liaison with:

Teaching staff, support staff, pupils.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Principal Accountabilities

- Hand out appropriate question papers to candidates
- Ensure silence in the examination room and avoid disruption

Duties

Procedures

- Read out examination instructions
- Record examination start and finish times
- Instruct candidates to begin examinations
- Complete attendance registers and seating plan as required
- Collect candidate cards according to instructions
- At the end of the examination, collect candidate and question papers in accordance with instructions
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.

Conduct

- Ensure silence in the examination room and avoid disruption
- Ensure that all candidates comply with any instructions
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found
- Ensure that candidates do not converse, signal or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or any other appropriate person
- When absolutely necessary, escort candidates to the toilet

Invigilators should ensure they are fully familiar with any instructions for the conduct of examinations.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

- To understand and apply school policies in relation to health, safety and welfare.
- Attend all relevant training, including first aid and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Comply with policies and procedures relating to child protection and safeguarding, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

Person Specification	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	No specific experience required
	Knowledge of relevant policies and procedures	Understanding of examination regulations and general understanding of the school
	Literacy	Ability to read
	Numeracy	Ability to count and do simple calculations
	Technology	No specific skills required
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to give clear instructions
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Understanding of the school examinations policies and procedures
	Child Development	Understanding of pupil conduct
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role