

# Exam Invigilators

## Job Description

**GRADE:** £12.65 per hour (plus holiday enhancement)

**RESPONSIBLE TO:** Exams Manager

**CONTRACT :** Casual

### Job Purpose

To work under the direction and instruction of senior staff to provide specific support to the school in the monitoring and execution of examinations.

### Job Description

- Prepare the Examination Hall by ensuring that the room meets JCQ requirements e.g. centre number and clock clearly visible to all.
- Arrange for candidates to get into the exam hall in an appropriate manner.
- Contact the Exam Officer when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher.
- Supervision of Examinations.
- Ensure that the candidates have correct papers.
- Ensure the correct identification of all candidates.
- Deal with extra candidates not on the register.
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read erratum notices.
- Notify candidates of the start of the exam.
- Record the start and finishing times of exams.
- Open and distribute papers and any other authorised materials to candidates.
- Ensure attendance register is completed.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates queries in accordance with the exam regulations.
- Supervise any candidates who may need to leave the room in accordance with exam regulations.
- Supervise "clash" candidates between exams.
- Distribute additional paper/equipment as required.
- Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Ensure that efficient timekeeping is maintained.
- Ensure the school policy is adhered to.
- Notify candidates that the examination is finished.
- Ensure exam conditions are maintained until candidates are dismissed from room.
- Collect scripts and ensure that they are never left unattended and are safely stored.
- Check that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensure that there are no missing scripts.

### **Support the School**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.
- To perform any other duties as requested by the manager or appointed person.

### **CPD:**

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth

### **Contacts:**

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

### **Notes:**

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description are not exhaustive and must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy

---

**I have read, understood and agree to the above terms.**

**Print Name:** .....

**Signed:** .....

**Dated:** .....



## Person Specification

	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with people in a specific context</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education or agency setting.</li> <li>Experience of working with young people.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake specific training as required</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further personal and professional training development and how this has been applied.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Good understanding and ability to use relevant documentation &amp; technology</li> <li>Methodical &amp; good attention to detail</li> <li>Excellent communication, presentation and interpersonal skills.</li> <li>Excellent knowledge, expertise and enthusiasm.</li> <li>Expectations of high standards</li> <li>Excellent personal organisation and self-motivation</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the education system.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work to deadlines.</li> <li>Ability to work as team</li> <li>Able to keep calm and maintain an air of authority</li> <li>Able to follow instructions</li> <li>Ability to relate well to students and adults</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>High standards of personal appearance.</li> <li>To be approachable.</li> <li>Sense of humor.</li> <li>A proven record and commitment of good punctuality.</li> <li>Be committed to safeguarding and promoting the welfare of children and young people and will actively support and promote the school's ethos and policies in this area</li> </ul>	