

## **Education School Support Team**

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|--------------------|--------------------------------|
| <b>JOB TITLE:</b>  | <b>Invigilator</b>             |
| <b>REPORTS TO:</b> | Support Officer (Examinations) |
| <b>SUPERVISES:</b> | Not Applicable                 |
| <b>SCALE:</b>      | 2                              |

### **JOB PURPOSE:**

To ensure the proper conduct of school tests and examinations, creating test / exam conditions in the room ensuring that pupils understand the instructions and behave in manner that allows for the proper conduct of the test / examination.

### **KEY CORPORATE ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

### **PRINCIPAL ACCOUNTABILITIES**

#### **Conduct of the Examination / Test**

- Dissemination and collection of question and answer papers.
- Read out examination instructions, repeating these as required or clarifying the instruction.
- Providing clear instructions when to start and finish the exam.
- Producing / compiling an attendance register.
- Manage entry and exit into the examination room.

#### **Behaviour Management**

- Ensure silence in the examination room.
- Ensure compliance with instructions and exam conditions.
- Ensure there is no inappropriate communication, contact or discourse between pupils or others during the test / examination.
- Escorting pupils to the toilet if necessary (making alternative arrangement for supervision of the examination).