



**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

**Job Title**

Examination Invigilator

**Salary/Working Pattern**

To work during exam & assessment periods throughout the academic year

**Sheffield NJC Pay Point 5** (£13.26 per hour)

**Purpose of the Job**

To oversee and supervise examinations, as well as acting as a scribe, ensuring that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

**Responsible To**

Examinations Manager

**Responsible For**

N/A

**Conditions of Employment**

The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.





### **Primary Responsibilities:**

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To assist in ensuring students remain as calm and relaxed as possible before, during and as they leave the exam room
- To be aware of any needs that candidates may have during an examination and when directed assistant with any needs
- To act as a scribe for students with specific exam access arrangements
- To ensure answer scripts are collected in candidate number order
- To maintain security and confidentiality. Invigilators must sign the centre's confidentiality declaration
- To record attendance on the official examination registers
- To ensure candidates obey the regulations of an examination by;
  - Ensuring no inappropriate items are brought into the examination hall, such as mobile phones, iPods, revision notes or other paperwork unless told otherwise
  - Ensuring all candidates are aware of any erratum notice that may affect them
  - Ensuring there is no talking or disruption for the candidates once an examination has begun
  - Ensuring all candidates are seated before opening the question papers

### **Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

