

INVIGILATOR

JOB DESCRIPTION

Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.

NAME:

Job Title: Invigilator
Salary Scale: Grade 2
Hours of work: Casual
Responsible to: Senior Invigilator/Data & Exams Manager

Job Purpose:

To ensure that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

DUTIES AND RESPONSIBILITIES:

- To assist the Senior Invigilator and/or Data & Exams Manager in setting out of exam desks, name labels and examination papers prior to the start of the examination.
- To supervise candidates orderly entry and exit from examination room and ensure they sit according to the seating plan.
- To ensure that no candidate has brought books, papers, bags or mobile phones/smart devices with them into the examination room.
- To issue instructions to candidates at the start of the examination to ensure that they are made fully aware of exam conditions before the exam commences.
- To check that all candidates are present and alert staff if anyone is missing.
- To notify candidates of exam start and finish times and to check clocks are displaying the correct time during the examination. To record all start and finish times in accordance with the examination rules and regulations.
- To supervise any candidates who may need to leave the room in accordance with the exam regulations.
- To ensure that the examinations are conducted in a manner whereby no candidate is seen to have any advantage or disadvantage.
- To ensure that exam conditions are maintained until candidates are dismissed.
- To notify the Senior Invigilator of any concerns during the course of examinations.
- To assist the Senior Invigilator in the collating of examination papers at the end of the examination so that they are ready to post and to return all materials to the exams office.
- Any other duties in keeping with role as requested by the Senior Invigilator or/and Data & Exams Manager.
- To undertake training as an invigilator using online certification with The Exams office. This will involve no more than three hours training.

GENERAL:

- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out.

- To supervise and monitor learners' behaviour and conduct both within and outside lessons as part of the school duty of care, pastoral and welfare support.
- A job description can never be fully descriptive. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
- To uphold the School's Safeguarding and Child Protection policies at all times.
- To support and uphold the school aims, values and policies
- To perform other such duties commensurate with the grade and nature of the post as the Headteacher may from time to time determine.
- This allocation of duties is subject to regular review.

Job description issued on:

Signature of Headteacher:

Copy received by:

Date:

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.