

EXAM INVIGILATOR - JOB DESCRIPTION

Designation:	Examination Invigilator
Department:	Finance and Admin
Responsible to:	The Data and Examinations Officer
Pay:	£9.43 per hour
Contractual hours:	Zero Hours Contract (Term Time only)
Working Times:	Part time/Seasonal

1. Purpose

To provide an efficient and effective invigilation support service to the School examination department and ensure the integrity and security of the examination papers and that procedures are followed during examination sessions.

2. Accountability

- Responsible for the supervision of students during examination periods including seating of students within the exam environment.
- Responsible for confidential documentation and information relating to students.
- Responsible for ensuring the security and integrity of examination papers/scripts, equipment and stationery.
- Ensure all scripts and examination stationery are collected and checked at the end of each examination.
- Return scripts and associated documentation and equipment to the Examinations Officer or other delegated officer.
- Promote a positive and calm working environment for all students and treat all pupils and colleagues with professional respect.
- Report any security concerns to the Examinations Officer.
- Monitor candidates throughout the duration of the exam and maintain silence.
- Responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Dealing with queries from staff and pupils relating to examination scripts and procedures
- May be required to distribute and collect stationery.

3. Person Specification

- Ability to work well within a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Good literacy and numeracy skills
- Experience of working with a range of different people and excellent customer care skills, including conflict resolution.
- Familiarity with JCQ code of conduct.
- May be required to supervise examinations alone but always under direction.
- Works to exam timescales.
- May need to remain standing for extended periods of time and must remain alert during examination periods.
- Have high professional standards and be an appropriate role model of reliability, behaviour and appearance.
- To establish high standards of communication with all stakeholders.

4. Working Environment

The post is based within the school buildings.

The above constitutes a "job description" only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the postholder.