



Post Title:	Casual Examination Invigilator
Job Purpose:	<ul style="list-style-type: none"> To support the Catholic ethos of the school, and to safeguard the well-being of pupils in school. To support the Exams Officer in the provision of an efficient and effective internal and external examinations process for the School.
Reporting to:	Examinations Officer
Working time:	Part time, casual basis as required by the Exams Officer.
Grade:	GR2
Duties and Responsibilities:	<ul style="list-style-type: none"> To assist the Exams Officer in the smooth and efficient invigilation of exams in accordance with regulations governing those exams To assist in admitting the candidates to the exam room, and enabling them to find their seat quickly. To assist in registering all candidates in the exam room. To assist in the distribution of exam papers and any associated materials immediately before the exam starts and to collect them at the end, and to distribute additional paper/equipment as necessary. Return all collected exam papers and any associated materials to the Exams Officer. To assist in efficient timekeeping of the exam. To supervise candidates in a quiet and unobtrusive manner, being vigilant to the exclusion of any other task. To respond to candidates queries in accordance with exam regulations. To ensure that any minor behavioural issues are dealt with in line with school policy and under the guidance of the Exams Officer. To summon assistance, in accordance with the school's procedures, in the event of an emergency, or a query from a pupil requiring the professional expertise of a teacher. To escort and supervise pupils who may need to leave the room in an emergency. To ensure self-reliability and punctuality during exam periods providing the Exams Officer with clear advance notification if unable to attend. To report to the Exams Officer 30 minutes before the start of an exam, and be available for 20 minutes after the end of the exam, if required.

Other Specific Duties	<ul style="list-style-type: none"> ● Examination Invigilators should wear smart business dress (eg collar and tie for males). No jeans of any colour. ● No mobile phones are allowed in the exam room. ● No music listening devices are allowed in the exam room. ● Examination Invigilators should share the school’s commitment to safeguarding and promoting the welfare of children and young people, and a current DBS will be required before appointment. ● Exam Invigilators will be required to support and re-inforce school policies and procedures. ● Dependability, reliability and punctuality are essential. ● Attention to detail and the ability to communicate with other Examination Invigilators, pupils and the Exams Office is essential. ● Should be able to work alone, or as part of a team. ● A willingness to undertake appropriate training.
Supervising Officer’s Job Title:	Examinations Officer
Level of Supervision:	Plan own work to ensure the meeting of defined objectives.