



JOB DESCRIPTION

POSITION:	Exam Invigilator
REPORTS TO:	Examinations Officer
PAYSCALE:	SC2 (point 3 currently £14.40 per hour)
HOURS:	Casual
LOCATION:	Lacon Childe School

PURPOSE OF THE JOB

Invigilators are responsible for ensuring the appropriate procedures are completed for the examinations in the examination room, this includes:

- Making sure the examination room is prepared
- Admitting candidates to the room in a quiet and orderly way
- Conducting the examination according to the Joint Council for General Qualification's regulations
- Being constantly vigilant when an examination is running reporting any concerns to the Lead Invigilator
- Arriving at school at least 15 minutes before an examination is due to start
- Ensuring the security of examination papers at all times

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Ensure that examinations run within the guidelines of the Joint Council for General Qualifications.
- To supervise students within the examination.
- Deal with student queries within the examination by either referring to the Examinations Officer or supplying any equipment that may be missing.
- To ensure exam papers and material are collected and returned to the Examinations Officer
- Report any concerns regarding malpractice or maladministration
- Undertake annual training in line with the JCQ regulations
- Arriving at school at least 15 minutes before an examination is due to start
- Ensuring the security of examination papers at all times
- Admitting candidates to the room in a quiet and orderly way
- Invigilate small rooms of students as well as larger groups of students in the main exam hall.

Additional Services

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Exam Invigilator - Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> ▪ Experience of working effectively with others to meet common goals 	<ul style="list-style-type: none"> ▪ Experience of working in an education setting ▪ Experience of working in a public facing role 	Application form, interview and references
Skills and attributes	<ul style="list-style-type: none"> ▪ Suitability to work with young children ▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people ▪ Ability to maintain strictest confidentiality and integrity at all times ▪ Ability to relate to students and staff ▪ Expectations of high standards 	<ul style="list-style-type: none"> ▪ Ability to remain focused throughout the task. 	Application form, interview and references.
Personal qualities	<ul style="list-style-type: none"> ▪ Ability to use judgement and common sense ▪ Approachable ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Honest ▪ Ability to be sensitive to the needs of others ▪ Ability to be supportive ▪ Professionalism 		Application form, interview and references
Education and qualifications	<ul style="list-style-type: none"> ▪ Willingness to undertake further professional development 	<ul style="list-style-type: none"> ▪ Recognised first aid certificate ▪ Knowledge of the JCQ Instructions for Conducting Examinations 	Application form and certificates