

Job Title	Examinations Invigilator	Job Reference	GLY-2025
Location	Glyn School	Travel required	No
Responsible to:			
Examinations Leader			
Key Accountabilities			
Job Purpose			
Exam Invigilators support the school's Examinations Leader and Team in the smooth and effective administration of examinations, in accordance with board regulations. This includes invigilating students, managing the room, distributing papers and other duties as necessary to ensure the integrity of the exams process.			
Key Tasks			
<ul style="list-style-type: none"> • To assist with the setting up of examination venues in accordance with the Joint Council for Qualifications (JCQ), examination body and Glyn School regulations and to adhere to these instructions at all times. • To open and check examination papers received, in accordance with the JCQ and awarding body regulations, allowing sufficient time to identify and resolve any discrepancies. • To give instructions to students at the start and end of examinations and to ensure all students have been given the correct examination paper. • To distribute question papers, answer booklets, associated materials at the beginning of the examination, and arrange collection of such items at the end of the session. • To set up laptop presentation in the examination room with details of the day's schedule. • Ensure all students are in the examination room at the start of the session and are seated in accordance with the seating plan and associated access arrangement requirements. • To liaise with the Examinations Leader and Examinations Administrative Assistants at all times regarding students' attendance, students' access requirements and any issues arising during an examination session. • To liaise with the Examinations Leader, as required, to ensure that provision is made for students who require Special Consideration. • To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Glyn School instructions. • To supervise students during the examination in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication, behavioural issues or supervision of students who have to leave the examination room are strictly observed by all parties. • To assist in the efficient timekeeping of the examination ensuring a clock, visible to all students, is in each examination room and that examination board instructions to candidates are displayed in line with JCQ requirements. • To distribute additional paper and/or equipment, as necessary. • To respond to students' queries in accordance with examination regulations. • To carry out appropriate administrative tasks at the end of the examination, as required. • Supervise candidates between examination sessions. • To escort and supervise students who may need to leave the examination room in cases of emergency, ill health, or for the purposes of using the toilet. • Facilitate access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided). • To play a key role in upholding the integrity of the external examination/assessment process. • To undertake, where required and where able, other duties requested by the Examinations Leader. • To attend training, refresher or review sessions as required. 			

Personal Responsibilities
<ul style="list-style-type: none">• Observe confidentiality as required in the role.• Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.• Adhering to the School's Safeguarding Policy.• Support the aims and ethos of the school as defined in the staff handbook and school prospectus.• Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct.• Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner.
Safeguarding
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>