Job Description

KEY INFORMATION	
Post title:	Exam Invigilator
Grade:	
Responsible to:	Examinations Officer
Responsible for:	N/A

OVERALL PURPOSE OF JOB
To work under the direction of the Examinations Officer to ensure the smooth running of the examination environment, including an appropriate working atmosphere for the candidates. Ensure that all externally set examination regulations are fulfilled and examinations are conducted in line with the school's Examination Policy.

MAIN DUTIES AND RESPONSIBILITIES	
1	Liaise with the Examinations Officer regarding the appropriate register and seating order of the candidates for individual exams
2	Prior to the start of the examination, assist in preparation of the examination room so that the room is appropriately laid out and meets exam body requirements
3	Ensure candidates have the correct papers
4	Under the direction of the Examinations Officer, ensure correct identification of all candidates. Deal appropriately with extra candidates not on the register
5	Ensure candidates are aware they are under exam conditions, retrieving mobile phones, etc.
6	Be aware of all procedures and examination body regulations, so that it is known what to do in an emergency situation (pupil illness, fire etc.)
7	Clearly announce the start and finish time of the examination
8	Record the start and finish time of examinations and ensure efficient time keeping is maintained
9	Open and distribute papers and any other authorised materials to candidates
10	Ensure the attendance register is complete
11	Ensure late candidates are briefed, seated and allowed to partake in the examination with minimum fuss

12	Supervise candidates in a quiet and unobtrusive way and ensure the supervision of candidates who may need to leave the room in accordance with examination regulations
13	Ensure exam conditions are maintained at all times throughout examinations and until all candidates have left the room
14	Collect scripts in register order and ensure there are not missing scripts and the scripts are not left unattended
15	Assist with the packaging and dispatching of exam scripts

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	Good literacy and numeracy skills
2	Willingness and ability to obtain and/or enhance qualifications and undertake training and development

Experience	
1	Experience working in a school or with young people (desirable)

Skills/Knowledge/Abilities	
1	Ability to work independently without supervision
2	A thorough working knowledge and experience of exam procedures, or willingness to undertake training in this regard
3	Ability to manage large groups of young people
4	Ability to work in an organised and structured way
5	Ability to seek help where appropriate
6	Good communication skills, both verbally and in writing
7	Ability to consistently work to a detailed and high level of accuracy

Personal Attributes	
1	Good interpersonal skills and ability to work with a range of stakeholders, including pupils and staff
2	Good organisational skills and ability to cope with unexpected issues which may arise

Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check