

JOB DESCRIPTION

**POST TITLE:** Exam Invigilator

**SALARY:** £13.05 per hour (Band 3, SCP 4)

**RESPONSIBLE TO:** Deputy Head Teacher / Examinations Officer

**RESPONSIBLE FOR:** Assisting with the smooth running of internal and external examinations

**Overall Objectives of the Post**

* Assist with the set-up of an exam and any other duties directed by the Examinations Officer
* Help control candidates as they enter the hall, directing them to their seats and ensuring that all personal items are placed at the front of the examination room
* Ensure that, where a calculator is allowed in the exam, all casings are checked for notes
* Ensure that all labels are removed from water bottles

**Invigilation During Examinations:**

* Ensure that their behaviour and the behaviour of candidates, does not cause a distraction to others
* Disperse around the hall in order to ensure that all areas are under supervision
* Be vigilant at all times
* Deal with queries raised by candidates
* Raise any causes for concern with the senior member of staff present
* Deal with exam irregularities in accordance with strict procedures

**At the End of the Exam:**

* Supervise candidates leaving the examination venue, ensuring that they do not remove equipment or stationery from the venue without authorisation
* Ensure candidates leave the venue in an orderly manner
* Help with the collection of exam papers as instructed by the Examinations Officer
* Help with the packing and collection of stationery and equipment

**Other Duties May Include:**

* Assistant with the preparation of seating plans
* Participate in invigilation training programmes, when required
* Enforce examination regulations

**To provide support for the school:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate member of staff.
* Be aware of, and support, equality of opportunities.
* Contribute to the overall ethos / work / aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings, as required.

You will be expected to work flexibly, in order to meet the needs of the school, as directed by the Head Teacher or representative.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

**Hebburn Comprehensive is committed to the safeguarding and well-being of young people. All appointments are made subject to enhanced DBS checks.**

**Please note that online checks are now part of safer recruitment.**