

Job Title: Invigilator	SCP: 2
Department: Support Staff	Basic hours: variable
Reports to: Assistant Exams Officer	Revision date: October 2019

### **Position Overview**

**To support the Lead Invigilators with the day-to-day operation of examination venues. To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.**

### **Essential Job Functions**

- Assist with the setting up of examination venues by laying out stationery and papers in accordance with strict procedures.
- Follow and enforce exam procedures and regulations.
- Assist candidates prior to the start of their examination by directing them to their seats and advising them of possessions permitted into venues.
- Ensure there is silence at all times once students are in the examination venue.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
- Ensuring students with extra time or dictionary entitlement receive it if required.
- Recording attendance during examinations.
- Recording details of late arrivals.
- Escorting candidates from venues during examinations as required and supervising candidates whilst outside the examination venue.
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and the examination regulations are observed at all times.
- Collecting, collating and delivering scripts at the end of the examination to the examinations officer in accordance with strict procedures.
- Supervising candidates leaving examination venues, ensuring that the candidates do not remove equipment or stationery from the venue without authorisation and they leave venues in an orderly and quiet manner.
- To undertake any other duties deemed appropriate for this, or similar pay grade.

THIS ORGANISATION IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT THROUGH THEIR BEHAVIOUR AND PRACTICE.

ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK/CODE OF CONDUCT AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.

**Requirements**

- Flexible approach to work as hours will be variable
- Reliable and punctual.
- Good inter personnel skills and communication.
- Enjoys working as part of a team.
- Smart and presentable
- DBS check

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