



South Wilts Grammar School

Job description

Post:	Invigilator
Responsible to:	Exams and Admissions Officer

All employees are expected to uphold the following professional attributes:

- To carry out duties as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation
- To uphold the academy's principles, ethos and policies
- To communicate effectively with students and colleagues, conveying timely and relevant information where necessary
- To evaluate your performance and be committed to improving your practice through annual on-site training
- To act upon advice and feedback and be open to coaching and mentoring
- To know the current legal requirements, national and local policies and guidance on the safeguarding and promotion of the well-being of children and young people

Key Responsibilities of the role include:

Before the exam starts

- Arrive 45-60 minutes before exam starts to assist with room set-up
- Assume a role within the invigilation team, allocated by the Exams Officer
- Roles include:
 - Supervising students entering the room, enforcing silence and checking that no unauthorised items enter the exam hall.
 - Taking and acting upon instructions from the Lead invigilator

During the exam

- Ensure that no dishonest or unfair practice takes place (e.g. communication between candidates, use of unauthorised equipment etc.).
- Remain attentive and focused at all times, ready to assist students as required.
- Supervise exam candidates needing to leave the room temporarily according to the SWGS Child Protection Policy and the regulations of the exam.
- Report any major disturbances or issues to the Exams Officer as soon as possible.
- Deal with minor disturbances according to guidance from the Exams Officer.
- Maintain the confidentiality of exam papers at all times (only allowing the Exams Officer, the Senior Invigilator or the lead invigilator for that room to exit with a paper during the exam).
- Administering of access arrangements for students (e.g., 25% extra time, rest break, use of laptop students)

After the exam

- Ensure that students have completed their personal details correctly on the answer booklets and any additional stationery.
- Collect up all exam papers whilst ensuring that exam conditions are still in force.
- Collect up all equipment borrowed by students.
- Dismiss students in an orderly fashion, quietly instructing them to be considerate to any others still working as well as to classes going on around the school site.
- Cross-checking completed papers against the exam register according to instructions from the Exams Officer.

- Return the exam stationery and equipment to the Exams Office.
- Take down all exam quiet signs and ensure that the equipment box and invigilator folder is left tidy.

Other

- Attend annual training events hosted by the Exams Officer at SWGS.
- Complete annual on-line invigilator training.
- Maintain the confidentiality of all information concerning students and examination papers.
- The job holder may be required to perform duties other than those given above. Duties may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

Additional Information

Hours are booked with invigilators by the Exams Officer on an ad hoc basis as and when the need arises. During peak times, an invigilator may be asked to work up to 8 hours per day. Invigilators are asked to notify the Exams Officer of any regular weekly commitments well in advance (or any known one-off absences) in order to assist them with the task of making bookings.

Invigilators are expected to be available for all peak periods (usually May/June for public exams, the middle 2 Saturdays in September for 11+ entrance exams, and a week in November and January for Mock exams).

SOUTH WILTS GRAMMAR SCHOOL

Invigilator

Person Specification

	Essential	Desirable
Skills and Abilities		
• Enthusiasm and excellent sense of humour	✓	
• Ability to work well under pressure and prioritise workloads	✓	
• Excellent time management and organisation	✓	
• Strong ICT skills	✓	
• High level interpersonal and communication skills	✓	
• Ability to work on own initiative	✓	
• Ability to work as a member of an effective team	✓	
• Patience and flexibility, and an ability to motivate and encourage	✓	
• Experience with data entry and accuracy of record-keeping	✓	
Education, Training and Professional qualifications		
• High level of numeracy and literacy	✓	
• Willingness to undertake training as necessary	✓	
Knowledge and Experience		
• Working with young people		✓
• Working knowledge of MS Outlook, Word, Excel and Powerpoint and willing to improve	✓	
• Experience working in a school environment		✓