



JOB DESCRIPTION

Exam Invigilator - The Minster School

Salary and Hours

- Salary:** NJC Salary Scale – Grade 1– Scale Point 2
- Hours:** **Variable** (during exam season)
- Daily Direction from:** **Examinations Officer**
- Note:** **All Support Staff are managed overall by the School Business Manager**

Role Description

- To ensure that internal and external exams run smoothly and that school and JCQ regulations are adhered to
- To maintain the security and integrity of exams
- To provide, after additional training, authorised assistance to students with learning difficulties. This includes acting as a Reader, Scribe, Practical Assistant, and setting up exam laptops

Specific duties and responsibilities

Duties include

- Setting out exam rooms with warning notices, seating cards, question papers and any other exam materials
- Ensuring that candidates enter and leave the exam room in a quiet and orderly manner
- Ensuring that the exam is conducted correctly e.g. watching for potential malpractice, maintaining silence in the exam room, dealing with students' questions and dealing with emergencies that may arise during the exam
- Collecting in and sorting exam papers at the end of the exam
- Assisting the Examinations Officer in packing up exam papers ready for collection
- Assisting with general admin tasks when necessary
- Attending training sessions as required

Hours

- Invigilators need to be flexible in their approach to hours of work so as to fit in with the exam timetable
- Invigilators working in a morning session will generally start work at 8.30am. When working in the afternoon Invigilators are required to start at 12.45. Some invigilation sessions require early starts. Exam sessions vary in length
- There are times in the year when a large number of exams are running when it is desirable that invigilators are available for work. These dates are communicated in Autumn each year
- Invigilators should be available to work at least 3 days per week or more during exam season



Support

- Most exams are conducted in large venues where a Senior Invigilator works with a small team of invigilators. New invigilators will not be expected to conduct exams as the sole invigilator until sufficiently experienced.
- The Examinations Officer will be available to support invigilators as required
- In addition there will always be a member of the teaching staff on call during the exam

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Member of Staff

Date: _____

Signed: _____ Head Teacher

Date: _____