



Job Description: Exam Invigilator

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document, and reflects the policies established by The Prospect Trust. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

Salary Scale: £12.96 per hour (includes holiday pay)

Hours of Work: Part time

Contract Type: Casual

Accountable to: Lead Invigilator/Exam Office Staff

Accountable for: N/A

Job Purpose:

To provide support to the examinations process and support the Lead Invigilators with the day-to-day operation of examination venues.

Responsibilities

1. Accountability

- a) Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- b) Assisting and directing candidates to their seats and advising them about possessions permitted in examination venues.
- c) Ensuring candidates do not talk once inside examination venue.
- d) During examinations, deal with queries raised by candidates and deal with examination irregularities in accordance with strict procedures.
- e) Check attendance during examinations, recording late arrivals and early leavers and collecting scripts from early leavers.
- f) Escort candidates from venues during examinations, if required, and supervise candidates whilst outside examination venues.
- g) Collecting and collating scripts in accordance with strict procedures.
- h) Assist with the preparation of script envelopes.
- i) Supervise candidates leaving examination venues, ensuring they leave in an orderly and quiet manner.

3. Health & Safety

a) To ensure a safe working environment is maintained at all times.
2. Communication
a) To liaise with Line Manager and other departments. b) To further develop ways of communicating with the team.
3. Training and Development
a) To participate in arrangements for further training and developments. b) To initiate new ideas and encourage developments. c) To participate in the Tomlinscote School and Sixth Form College Performance Management Programme as per whole school policy. d) Be prepared to act as Lead Invigilator, Scribe or Reader after appropriate experience has been gained
5. Safeguarding
a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
4. Other Duties
a) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time. b) To work in other departments if required.