



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Exam Invigilator
(Casual)

Responsible To: Examinations Officer
Grade: F (point 7-8)
Working Time: N/A
Holidays: N/A

KEY PURPOSE OF THE JOB

To work under the direct instruction of the Head Teacher/Examinations Officer, to ensure the fair and proper conduct of examinations in an environment that enables pupils to perform at their best. To support the Examination Officer with the day to day operation of examination venues.

MAIN ACTIVITIES

SUPPORT FOR THE EXAMINATION PROCESS

- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Be aware of, follow and enforce exam procedures and regulations; including announcements/communication to candidates
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring that candidates cease disruptive behaviour and refrain from talking once inside examination venues; advise of malpractice and ensure due process is adhered to and followed
- Invigilating during examinations, deal with examination irregularities in accordance with procedures
- Checking and recording of candidates attendance during examinations
- Recording and reporting details of late arrivals, non attendees and early leavers and collecting exams/scripts from early leavers
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- To be aware of any needs that candidates may have during an examination
- To be aware of the school emergency policy in relation to examinations
- Sole invigilation

SUPPORT FOR CANDIDATES

- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- Respond to candidates' queries in accordance with examination regulations
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to Child Protection, health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils.
- Demonstrating consistently high standards of personal and professional conduct.

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING and Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.