



## **JOB DESCRIPTION**

The following information is furnished to assist staff joining Co-op Academy Grange to understand and appreciate the work content of their post and the role they are to play in the school. However, the following point should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

An ideal candidate will:

- be reliable, flexible and readily available during the main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- have basic IT skills

## **RANGE OF DUTIES**

Invigilators are responsible for the correct running of external examinations and to play a key role in upholding the integrity of the examination process. This will include:

- to conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Co-op Academy Grange's instructions
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to report to the Examinations Officer at least 30 minutes before the start of an examination session.
- preparing the venue and the distribution of examination materials, keeping confidential exam papers and materials secure before, during and after exams.
- to admit candidates into the exams rooms in a quiet and orderly way. Seating the candidates according to the seating plans, supervising and observing them at all times.
- be vigilant throughout the exam, keeping disruption in exam rooms to a minimum.
- registering the candidates and reporting any absences to the Examination Officer or Year Leader.
- Supervising students with clashes, required to be held in isolation over certain lunchtimes.
- to record/report any incidents, disruption or irregularities to the Exams Officer or Year Leader.
- assisting with distribution and collection of the exam papers, checking candidates name on scripts and matching the details on the attendance registers. Packing them for despatch at the conclusion of the examination ensuring accuracy.
- undertake online training, attend in house training, update or review sessions as required

Headteacher: **Miss Alison Mander**

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Co-op Academy  
Grange

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career. The position is ideally suited to responsible, punctual, calm organised and approachable individuals.

Co-op Academy Grange requires invigilators to wear smart dress to promote a formal atmosphere within the examination venue.