

Job Description

Greensand Support Staff Salary

Scale: 3; £12.56 per hour

Contract type: Casual

Reporting to: Lead Invigilator/
Examination Officer, Senior Leadership
Team

Exam Invigilator

Job Purpose

To support the lead Invigilator/Examination Officer with the day-to-day operations of examinations, including setting up of the examination venues, invigilating exams, supervising students and collecting the exam papers in at the end of the session and securely handing over to the Examinations Officer.

To ensure the fair and proper conduct of examinations in accordance with the examination board regulations; in an environment that enables a child to perform at their best.

To ensure examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any child.

Key Accountabilities

- Preparing the examination room ensuring that it is conducive to examination conditions and minimise distractions;
- Checking attendance during examinations and recording details of late arrivals and early leavers;
- Distributing and collecting examination papers/scripts/material from students;
- Supervising the entry and exit of students to and from the examination room; directing them to their seats and ensuring that students leave venues in an orderly and a quiet manner;
- Ensuring that examinations begin and end of time as scheduled;
- Invigilating during examinations, dealing with queries raised by students and closely following and enforcing exam procedures and regulations;
- Remaining vigilant during the examination, in order to prevent any cheating or malpractice;
- Report any malpractice problems to the Examinations officer;
- Dealing with emergency situations e.g. student illness, fire alarms, toilet breaks etc.;

- Familiarising and adhering to the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications;
- Being available to work flexibly in ensuring the examination processes are completed at the end of each examination;
- Provide advice and guidance to staff and students;
- Scribing for students with special needs;
- Completing general administrative duties as directed by the Examinations Officer;
- To undertake professional development and training as and when required;
- To adhere to all policies agreed by the schools' Governing Body and the Greensand Multi-Academy Trust; and
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as required.

Notes:

This job description may be amended at any time in consultation with the postholder.