



The King's School

Job Description

EXAMINATION INVIGILATOR (CASUAL)	
Purpose:	To provide invigilation for external and internal examinations at the school. The Examination Invigilator is responsible for collecting the examination materials prior to the examination, distributing the materials to the candidates, supervising the examination for the duration of the scheduled time and returning all examination materials to the Examinations Officer at the end of the allocated time.
Reporting to:	Examinations Officer
Working time:	Variable: Morning session: 08:00-12:00. Afternoon session: 12:30-16:00. These sessions may be slightly different in March. We can accommodate some flexibility in the start and end times.
Salary:	Hourly rate £11.44 plus accrued annual leave paid at 12.07% of the hourly rate of pay.
Disclosure level:	Enhanced
Duties and responsibilities:	<ul style="list-style-type: none"> • Have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials. • Adhere to the school's policies and procedures. • Report/communicate any problems/incidents to the Examinations Officer. <p><u>Before the examination:</u></p> <ul style="list-style-type: none"> • Tidy and straighten examination desks. • Check seating tickets are in place on desks. • Set out examination materials on desks. • Check clocks are at start time. • Check that supplies of supplementary paper are available at distribution points. <p><u>Entry of candidates:</u></p> <ul style="list-style-type: none"> • Supervise entry of candidates into the examination venue in silence. • Assist candidates to their correct seating position. • Ensure candidates do not write on the desks. • Visual check on candidates to ensure that they do not have any unauthorised items on them. <p><u>Start of examination:</u></p> <ul style="list-style-type: none"> • Prevent any late candidates from entering the hall, and supervise them outside. • Supervise candidates during the starting announcements. <p><u>During examination:</u></p> <ul style="list-style-type: none"> • Invigilate candidates by slowly walking up and down the rows. • Supply supplementary paper and other equipment to candidates. • Record and supervise students who need to use the toilet. <p><u>End of examination:</u></p> <ul style="list-style-type: none"> • Supervise hall and other areas to ensure silence on dismissal. • Ensure candidates do not leave the hall with examination papers or stationery. • Collect up examination papers, booklets, and other equipment. • Sort completed scripts into candidate number order. • General tidy-up after candidates have left. <p><u>Other duties:</u></p> <ul style="list-style-type: none"> • Supervise candidates with examination clashes over the lunch period. • Invigilate individual candidates with extra time in small examination rooms. • Roving invigilation. • Invigilate in specialist examination rooms if required. • General sorting or checking of examination papers/stationery. • Check completed scripts for candidate details. • Put up/remove notices.



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<p>Other specific duties:</p>	<ul style="list-style-type: none">• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.• Recognising own strengths and areas of expertise and using these to support others.• To provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.• To promote actively the school's corporate policies.• To continue personal development as agreed.• To comply with the school's health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>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.</p>	
<p>This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's Safeguarding and Child Protection Policy and the DBS Disclosure Policy, which can be found on our website (About Us – Policy Documents). Safeguarding the students is of the highest importance to use - all staff will require an enhanced DBS disclosure.</p>	