



Job Title: Exam Invigilator

Contract: Casual

Job Purpose

To ensure the fair and proper conduct of examinations/tests according to the school's/examination board's rules, in an environment that enables pupils to perform at their best.

Main Duties and Responsibilities

- Invigilate the examination, including dealing with examination irregularities
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures
- Communicate examination procedures to pupils and oversee behaviour
- Respond to pupil requests during the examination
- Ensure no unauthorised material is consulted
- Escort candidates from the location during the examination, such as for toilet breaks, or in circumstances such as a Fire Alarm
- Maintain candidate attendance and absence record
- Ensure that any candidate's reasonable adjustments are met within the examination room

Other Responsibilities

- To work within the school's vision and virtues at all times.
- To attend and complete all statutory training as outlined by the school
- To abide by all JCQ and Examination relation policies
- To abide by the school data protection policies
- To use IT systems as required, in compliance with the school IT policies
- To comply with and follow all other school policies and procedures
- Any other reasonable requests from the Headteacher

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. All support staff are expected to assist colleagues when required and to carry out any other duties as reasonably directed by the Headteacher or their representative. The job description will be reviewed each year and may be subject to modification or amendment at any time after consultation with the post-holder, Headteacher or representative.

Sale Grammar School is responsible for safe recruitment and promotes the welfare of children. All our appointments are subject to Enhanced DBS clearance. We are committed to safeguarding and protecting the welfare of children and vulnerable adults and have this as our number one priority. We value variety and individual differences, and aim to create a culture, environment and practices which encompass acceptance, respect and inclusion and which demonstrate our core values.



SALE GRAMMAR SCHOOL

Post: Exam Invigilator

<i>Qualifications, Qualities and Attributes</i>	<i>Essential</i>	<i>Desirable</i>	<i>Evidenced by</i>
Qualifications			
GCE/GCSE Maths and English grade A-C or equivalent	✓		Application
Qualifications gained through professional development/on the job training activities		✓	Application
Knowledge/Understanding/Skills/Abilities			
ICT literate, particularly with MS Office		✓	Application/Interview
Knowledge of regulations for the conduct of examinations.	✓		Application/Interview
Skills for providing information to and supervising pupils before, during and immediately after examinations, overseeing pupil behaviour.	✓		Application/Interview
Works to standard examination procedures.	✓		Application/Interview
Able to use initiative and make effective decisions	✓		Application/Interview
Able to communicate effectively with a range of young people and adults	✓		Application/Interview
A commitment to high standards and evidence where this has been achieved	✓		Application/Interview
Ability to work alone with minimum supervision	✓		Application/Interview
Problem solving skills to interpret information and situations and solve straightforward problems.	✓		Application/Interview
General/Personal Qualities and Characteristics			
An effective team player who can think and work independently without supervision	✓		Application/Interview
Possess strong interpersonal skills and able to exercise diplomacy when appropriate	✓		Application/Interview
Able to work under pressure and keep calm in a crisis	✓		Application/Interview
A commitment to the school's values and vision	✓		Application/Interview
Willing to be flexible and support colleagues	✓		Application/Interview
Able to retain confidentiality at all times and follow all safeguarding processes	✓		Application/Interview
Committed to continued professional development	✓		Application/Interview

We are committed to the safeguarding of children and DBS checks will apply to this post