

# Job Description

## Examinations Invigilator

24-25a



<b>Salary:</b>	<b>£11.59 per hour*</b>
<b>Contract Type:</b>	<b>Casual</b>
<b>Working Pattern:</b>	<b>Varied</b>
<b>Accountable to:</b>	<b>Examinations and Data Manager</b>

\*The rate of pay above is enhanced by payment in lieu of leave entitlement at 12.07% and is pending a pay award. Therefore the actual rate of pay is higher than published.

### Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. This is not an exhaustive list and it is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

### Overall Purpose and Accountability

- ▲ Assisting the examinations team in the correct running and supervision of examinations.
- ▲ Assisting with the preparation of examination rooms.
- ▲ Completion of examination paperwork, attendance registers and invigilation reports.
- ▲ Collation of examination documentation.
- ▲ Supervising candidates.

### Specific Responsibilities

- ▲ To assist in the preparation of the examination room ensuring that it meets the requirements.
- ▲ To manage candidates' assembly in the examinations' room/hall in an orderly manner ensuring candidates are seated appropriately.
- ▲ To fully brief candidates to ensure that they are made fully aware of exam conditions before the exam commences.
- ▲ To ensure the correct identification and registration of candidates.
- ▲ To be responsible for opening papers and authorised materials and to distribute them to candidates, in accordance with the examination rules and regulations.
- ▲ To be responsible for, and have a working knowledge of, the use of electronic equipment required for some exams and administration such as email, CD players, DVD players, etc.

- ▲ To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.
- ▲ To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.
- ▲ To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations.
- ▲ To contact the examinations officer in the event of candidates raising concerns in respect of an examination paper where a professional judgement may be required.
- ▲ To supervise candidates in a quiet and unobtrusive manner.
- ▲ To notify the examinations officer of any disruptions that may occur.
- ▲ To ensure that examinations are carried out strictly in accordance with the guidelines set out by the Joint Council for Qualifications.
- ▲ To supervise any candidates who may need to leave the room in accordance with the exam regulations.
- ▲ To ensure that exam conditions are maintained until candidates are dismissed.
- ▲ To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and or delivered to the exams officer.
- ▲ To ensure that the room and desks are clear and in good order.
- ▲ To undertake training relating to the job, as required.
- ▲ To undertake other related duties appropriate to the grading of the job, as required.
- ▲ To be aware of and adhere to applicable rules, regulations, legislation and procedures including examination regulations, national legislation and college policies.
- ▲ To maintain confidentiality of information acquired in the course of undertaking duties for the college.

### Joint Responsibilities of Support Staff

- ▲ Support the behaviour of the students at The Spires College.
- ▲ Act as a role model for students particularly in dress, punctuality, behaviour, language and conduct.
- ▲ To ensure that the students respect and correctly use the College's ICT assets and equipment.

### Health and Safety

- ▲ Adhere to college health and safety policies/procedures and current statutory health and safety requirements.
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ Ensure the college is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

**The college is committed to safeguarding and to the promotion of the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure with barred list information.**