

Nunnery Wood High School

Job Description 2021/2022

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| Post: | <i>External Examination Invigilator</i> |
| Salary/scale: | <i>£9.79 per hour</i> |
| Relationships: | <i>Responsible to Examination Officer and ultimately to the Headteacher</i> |
| Purpose of the post: | <i>to assist the Examination Officer in conducting internal and external examinations according to the 'Instructions for conducting examinations' published by the Joint Council for Qualifications.</i> |

Duties:

- *To arrive at the exam venue at least 15 minutes before the students are due to arrive*
- *To collect mobile telephones from candidates in exchange for a numbered ticket*
- *To assist the Lead Invigilator and Curriculum Leader to set up the exam venue*
- *To distribute exam papers and stationery*
- *To assist the Curriculum Leader in completing any attendance sheets*
- *To supervise candidates for the duration of the examination*
- *To escort candidates to and from the toilets when necessary*
- *To collect all examination papers in numerical order and any stationery items at the end of each examination*
- *To assist the Lead Invigilator with the sorting and packaging of examination papers*
- *To undertake any other reasonable tasks that may be asked of you*

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.