

Sir Joseph Williamson's Mathematical School
Job Description

Post:	Exam Invigilator
Reporting to:	Exams Officer

Key Responsibilities:

- Setting out examination desks with question papers and related stationery
- Supervising the orderly entry and exit of candidates to the examination room
- Reporting any absentees to the Exams Manager
- Invigilation of candidates during the examination
- Escorting candidates to the toilet, school office or medical room
- Supervision of candidates during rest breaks or due to examination clashes
- To read/scribe for identified students needing extra support during exams
- Reporting any irregularities or misbehaviour to the Exams Manager
- Collection of examination scripts and related stationery
- Check all scripts have been collected
- To ensure that all school health and safety matters are adhered to
- Any other duties as required by the Exams Manager

This is not necessarily a comprehensive list and may vary according to the type of examination being conducted. Essential Skills:

- Reliability, punctuality and a flexible approach to work
- Ability to relate to candidates yet maintain an air of authority
- Ability to be firm, fair and impartial at all times
- Ability to work as part of a team and alone as necessary
- Accuracy and attention to detail
- Ability to keep calm under pressure and when faced with unforeseen circumstances
- Common sense and initiative
- Ability to judge when a decision is not yours to make
- Ability to communicate with candidates and members of school staff clearly and accurately
- Ability to work to strict instructions
- Effective oral and written communication skills
- To promote the School's Equal Opportunities policy in carrying out all areas of the post
- The postholder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post

REMEMBER: Be firm but fair Students are under a lot of pressure during examination periods – achieving good results is important for their progression. Please be aware of how they may be feeling. A smile from you could make all the difference to a student's stress level.