



Job Description

Job Title:		Invigilator			
School:		Benfield School			
JE Code:	AA681	Evaluation:	266 points	Grade:	N1
Date:	January 2007		Status:	Final	
Job purpose:		To supervise pupils/students whilst they are undertaking examinations in accordance with school and examination board policies and procedures			

Main responsibilities

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
2. Supervise the conduct of pupils/students in and around the examination venue reporting any misconduct in accordance with school procedures.
3. Monitor students during examination ensuring exam regulations are adhered to.
4. Ensure all examination materials are securely maintained.
5. Provide additional support to pupils/students who require assistance to complete examination papers e.g. complete papers for the pupil if unable to do so due to illness or injury, invigilate at pupil's home.
6. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
7. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Trust responsibilities:

8. Work to fulfil the vision and values of the trust.
9. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.

10. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
11. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
12. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
13. Participate in appraisal, training and development and other activities that contribute to performance management.
14. Attend and participate in regular team and 1:1 meetings.