



Job Description

Job Title:		Lead Invigilating Officer			
School:		Benfield School			
JE Code:	AA682	Evaluation:	407 points	Grade:	N4
Date:	January 2007	Status:	Final		
Responsible to:		Examinations Officer of Senior Management			
		Invigilators and Senior Exam Invigilators			
Job purpose:		To supervise pupils whilst they are undertaking examinations in accordance with school and examination board policies and procedures. To supervise and administer training to other examination invigilators.			

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.

Main responsibilities

1. To oversee the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment in conjunction with the Examinations Offer/Senior Management.
2. To maintain discipline and supervise the conduct of pupils/students in and around the examination venue, resolving and reporting any misconduct in accordance with school procedures. Also, to refer to senior staff when appropriate.
3. In the absence of teachers take responsibility for starting and finishing examinations for large numbers of pupils.
4. To supervise examination invigilators and ensure they are correctly trained in all examination and relevant school procedures.
5. To escort pupils to the appropriate seat and check for absences to be followed up.
6. To escort pupils to the designated 'withdrawal room' if deemed to be necessary.
7. To maintain discipline of students during examinations and ensuring examination regulations are adhered to.
8. To provide additional support to pupils who require assistance to complete examination papers.
9. To ensure all scripts and examination stationery are collected and checked at the end of each examination and to assist the examinations team in checking off completed scripts in preparation to forwarding to the examinations boards.

10. To return confidential scripts and associated documentation and equipment to the examination secure area.
11. To assist the examinations team in checking off completed scripts in preparation for forwarding to the examination boards.
12. To liaise directly with the Examinations Officer/Senior Management for special instructions.
13. To give evaluations and recommendations to management, where appropriate, regarding examinations invigilation.

Trust responsibilities:

14. Work to fulfil the vision and values of the trust.
15. 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.
16. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
17. 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.
18. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
19. Participate in appraisal, training and development and other activities that contribute to performance management.
20. Attend and participate in regular team and 1:1 meetings.