Post Title	School Business Assistant (Exam Invigilator)
Hours	As and when required

Statement of Purpose

To work under the direction and instruction of the senior invigilator and exams officer to provide specific support to the school in the monitoring of internal and external examinations.

Support to Organisation

- Prepare the examination hall by ensuring that the room meets JCQ requirements eg signage, centre number and clock clearly visible to all.
- Arrange for candidates to get into the exam hall in an appropriate manner.
- Contact the exams officer when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher.

Supervision of Examinations

- Ensure that the candidates have the correct papers.
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read erratum notices
- Notify candidates of the start of the exam.
- Open and distribute papers and any other authorised materials to candidates.
- Ensure attendance register is completed.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates queries in accordance with the exam regulations.
- Supervise any candidates who may need to leave the room in accordance with exam regulations.
- Supervise 'clash' candidates between exams.
- Distribute additional paper/equipment as required.
- Ensure late candidates are briefed, seated and allowed to partake in the exam in minimum fuss.
- Ensure the efficient timekeeping is maintained.
- Ensure the school policy is adhered to.
- Notify candidates that the examination is finished.
- Ensure exam conditions are maintained until candidates are dismissed from the room.
- Collect scripts and ensure that they are never left unattended and are safely s tored.
- Check that nothing has been left at the desk and no graffiti has been made during the exam.

Resources

- Ensure that scripts are never left unattended and are safely delivered to the exams officer.

Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

Exam Invigilator – Person Specification

Qualifications		
Good standard of Education / Level 2 Qualifications	E	Application form/Interview
Literacy and numeracy Skills	E	Application form
Experience		
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	E	Interview
Experience of working in a school or similar establishment with young people	D	Application form/Interview
Skills and knowledge		
Flexible, calm and organised when approaching tasks	E	Interview
Ability to work independently and as part of a team	E	Interview
Good and effective communication	E	Interview/Reference
Precision when dealing with administrative tasks	E	Interview
Commitment to the safeguarding of students and young people	E	Interview
Understanding of relevant policies and codes of practice	D	Application form
Sensitivity when dealing with confidential issues	E	Interview
Excellent inter-personal skills to be able to relate well to a wide range of people	D	Application form/Interview

E = Essential
D = Desirable