



Job Description

NAME OF POSTHOLDER:		Exam Invigilator
JOB PURPOSE:		To ensure the fair and proper conduct of examinations in an environment that enables a student to perform to the best of their ability.
RESPONSIBLE TO:		Exams Officer
Objectives and principal responsibility areas:		
<ul style="list-style-type: none"> To support the day-to-day operation of examination venues. To assist Examinations staff and Invigilators with other examination processes. 		
Key Tasks:		
<ul style="list-style-type: none"> Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures. Assist students by reading and scribing as directed by the Exams Officer. Closely follow and enforce exam procedures and regulations. Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues. Ensure candidates do not talk once inside the examination venues. Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures. Checking attendance during examinations. Record details of late arrivals and early leavers and collect scripts from early leavers. Ensure that candidates are aware of the start and finishing times of examinations. Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues. Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times. Report any breach of examination rules to the Senior Invigilator/other responsible person immediately. Assist candidates as appropriate with additional supplies of paper and stationery. Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures. Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner. To co-operate with the school in all Health and Safety matters and to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions of work. To carry out any additional duties as required by the Exams Officer. Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues if required. Assist with the preparation of the seating plans <u>if required</u>. To read and understand your role as outlined in the Child Protection Policy and other safeguarding policies including those relating to Prevent. 		

Developing the School Ethos:

The Governors of Dowdales would expect the post holder to:

- Fully support the ethos of the school
- Demonstrate consistently high standards of personal and professional conduct by:
 - maintaining high standards of ethics and behaviour, within and outside school
 - treating students and staff with dignity, building relationships rooted in mutual respect
 - having regard for the need to safeguard students’ well-being, in accordance with statutory provisions
 - have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality
 - have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.

Signatures:

Name of Post Holder (Please Print).....

Signed Postholder Dated

Signed Headteacher Dated