

Job Description		
Role Title	Typically reports to	
Exam Invigilator	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
D112	3	DD/MM/YY
Purpose of the role (job statement)		
To provide general support in relation to exams		
Main Duties:-		
<ul style="list-style-type: none"> • Be a reliable member of the school Invigilation Team • Get candidates into the exam hall in good time and in an appropriate manner • Ensure all candidates have the correct papers • Ensure the correct identification of all candidates • Deal with extra candidates not on the register • Ensure candidates are aware they are under exam conditions, retrieve mobile phones etc • Read erratum notices • Notify candidates of start and finishing times of exams • Record start and finishing times • Open and distribute papers and any other authorised materials to candidates • Contact a teacher in the subject area when candidates raise concerns or problems with the paper that requires the professional judgement of a teacher • Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss • Supervise candidates in a quiet and unobtrusive manner • Respond to queries in accordance with exam regulations • Supervise 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 school policy is adhered to • Ensure time keeping is maintained • Notify candidates that the exam has finished • Ensure exam conditions are maintained until candidates are dismissed • Collect scripts in attendance register order • Check nothing has been left at desks/no graffiti has been made • Ensure scripts are never unattended and are delivered to Exams Officer 		
Responsibilities:-		
<ul style="list-style-type: none"> • 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 and support difference and ensure equal opportunities for all • contribute to the overall ethos/work/aims of the school • appreciate and support the role of other professionals • attend and participate in relevant meetings, as required and participate in training and other learning activities • Performance development, as required. 		

Person Specification – Driver			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> An understanding of examination processes Effective oral/written communication skills Numeracy 	D E E	AI AI AI
Qualifications and Training	<ul style="list-style-type: none"> Current NVQ level 1 or equivalent in English and Maths <u>and</u> experience in relevant discipline/job role 	E	AI
Experience	<ul style="list-style-type: none"> Experience of communicating accurately both verbally and orally 	E E	AI AI
Disposition	<ul style="list-style-type: none"> Flexible approach to work Ability to relate to academic staff and students Ability to work under pressure to tight deadlines 	E E	AI AI
Conditions of Service			
National Joint Council			

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.