



JOB DESCRIPTION

POST:	Exam Invigilator
GRADE:	Grade C (SCP 2-4)
RESPONSIBLE TO:	Examinations Officer
STAFF MANAGED:	None
JOB PURPOSE:	To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables students to perform at their best
JOB CONTEXT:	<p>All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise</p> <p>DBS clearance required</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none">• To supervise the candidates' entry into the examination venue• To ensure correct identification of all candidates• To invigilate the examination/test• To respond to student requests during the examination• To ensure no unauthorised material is consulted• To escort candidates from the location during the examination, such as toilet breaks• To deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies• To support special arrangements and to act as a reader or scribe, if required
Communications	<ul style="list-style-type: none">• To communicate examination procedures and conditions to students clearly and oversee behaviour• To refer any discipline procedures to the Examinations Officer, where appropriate, if candidates are not obeying the examination procedures/conditions• To notify candidates of the start and finish times of the examination



Resource management	<ul style="list-style-type: none">• To assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures• To distribute additional paper and equipment as required• To collect examinations papers from the candidates at the end of the examination
Safeguarding	<ul style="list-style-type: none">• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<ul style="list-style-type: none">• To ensure the candidate attendance and absence records are completed accurately
Planning and Organising	<ul style="list-style-type: none">• To ensure the accurate timing of the examination
Data Protection	<ul style="list-style-type: none">• To comply with the school's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality
Health and Safety	<ul style="list-style-type: none">• To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure
Equalities	<ul style="list-style-type: none">• To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users• To develop own understanding of equality issues
Flexibility	<ul style="list-style-type: none">• To respond to any reasonable request made by the Headteacher commensurate with the grading for this post• Thirsk School & Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures



Customer Service	<ul style="list-style-type: none">• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment• The school requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values• To understand your role and its limits, and the importance of providing care or support
Date of Issue:	9 th January 2024



Person Specification

Exam Invigilator (Grade C)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Basic understanding of exam rules and procedures	<ul style="list-style-type: none">• Knowledge of examination board rules and regulations• An understanding of examination processes• Knowledge of school behavioural policies
Experience	<ul style="list-style-type: none">• Experience of working in a school setting• Experience of invigilating examinations/tests
Occupational Skills <ul style="list-style-type: none">• Good interpersonal and communication skills• Accuracy and attention to detail• Flexible• Reliable and punctual• Ability to work calmly under pressure• Ability to make decisions quickly• Observational skills	
Qualifications <ul style="list-style-type: none">• Good general standard of education• Good literacy and numeracy skills	



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You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.