



JOB DESCRIPTION

POST TITLE	Exam Invigilator
GRADE	3
SPINE POINT	12
LINE MANAGED BY	Examination Manager/
RESPONSIBLE FOR	N/A
WORKING WITH	Examination Team
PURPOSE OF JOB	To assist the Examinations Manager in the smooth and efficient administration of examinations, specifically student invigilation and related tasks.



The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

SPECIFIC DUTIES AND RESPONSIBILITIES

SUPPORT FOR THE EXAMINATION PROCESS

- To work with the Examinations Manager/team to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Manager and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Manager/team immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.

SUPPORT FOR CANDIDATES

- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.

SUPPORT FOR THE SCHOOL

- 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
- 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.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

TEAM RESPONSIBILITIES

All administration and clerical staff at Silverdale are considered part of the overall admin support team and may be required to provide assistance to colleagues in other areas from time to time.