



JOB DESCRIPTION

Job Title:	Exams Invigilator
Responsible to:	Senior Exams Invigilator
Responsible for:	N/A
Grade/Pay Range	Scale 3 – Point 5 to 6
Hours:	Ad hoc

Job Purpose

- To provide an efficient and effective invigilation support service to the School examination process and ensure the integrity of its examinations.
- To observe students during exams ensuring that the rules set by examination boards are strictly observed and that any difficulties or concerns experienced during the exam are highlighted to the Examinations Officer or Senior Invigilators.
- To ensure proper conduct of examination sessions in the presence of the candidates.
- To ensuring that the rules set by examination boards are strictly observed at all times during examinations and that any difficulties or concerns experienced during the exam are highlighted to the Examinations Officer or Senior Invigilators.

Main Responsibilities

- Assist in the setting up of the exam rooms as required by the examination boards.
- To be aware of the JCQ rules and regulations which must be adhered to during the exams for which you are invigilating including how to handle student sickness, absence, lateness etc.
- Understand the procedure for contacting the appropriate subject teacher and Examinations Officer if a student has a query or problem with the paper which requires professional judgement and ensure that any queries raised are dealt with quickly and with minimum disruption to other students.
- Monitor students during the exams ensuring there is no talking and that the integrity of the exam is maintained and ensure that times are strictly adhered to.
- Deal with any incident quietly and quickly to ensure minimum disruption to other students.
- Under the direction of the Examinations Officer or Senior Invigilators to hand out and collect exam papers as required by the examining board.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and pupils in doing the same.
2. To actively support the school's school improvement priorities.
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff.
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
5. To always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. To provide cover for any member of the administration team in accordance with school priorities.
7. To participate in the appraisal process, in line with school policy.
8. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
9. To work effectively and successfully in your team within the school.
10. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil the role effectively.
11. To ensure confidentiality is respected and all issues are dealt with sensitively.
12. To be alert to issues of safeguarding and whistle blowing, as per school policies, ensuring that the welfare and safety of children attending the school is promoted and safeguarded and to report any child protection concerns using the appropriate procedures.

Name of post holder

Signature

Date