



# Job Description

<b>Job Title:</b>	<b>Exam Invigilator</b>
<b>Grade:</b>	<b>Scale B3</b>
<b>Accountable to:</b>	<b>Examination Officer</b>
<b>Accountable for:</b>	<b>N/A</b>
<b>Any Special Conditions of Service:</b>	No smoking policy. Employed on claim for time worked basis.

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## **Purpose of the Role:**

Invigilators are responsible for the correct running of external / internal examinations in the exam room.

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## **Main Duties:**

1. Preparing the exam room
2. Admitting candidates to the room in a quiet and orderly manner
3. Conducting the exam in accordance with the Joint Council for Qualifications Regulations
4. Registering the candidates present in the room
5. Invigilators must be constantly vigilant when the exam is running and should not do any other task
6. Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam
7. Invigilators are required to report to the Exams Office at least 30 minutes before the start of an examination session
8. At the end of the exam, papers should be collated and processed in accordance with the stated regulations

## **Other duties and responsibilities:**

1. To participate in professional and personal development programmes as required, including training and performance review
2. To contribute to the team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities

3. To contribute to the overall ethos/work/aims of the school
  4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
  5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
  6. To support the School's Equality and Diversity Policy
  7. To appreciate and support the work of other professionals
  8. To undertake any other duties commensurate with the grade of the post
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*Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.*

*We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.*

