



Venerable Bede Church of England Academy

Job Description

Job Title: Exam Invigilator (hours as and when required during exam seasons)

Grade: £8.21

Responsible to: Examinations Officer

Purpose of Job:

- Under the supervision of the Examinations Officer, working positively within the school's academic and pastoral systems by providing supervision for examinations and providing administrative and practical support for the conduct of examinations.

Principle Responsibilities

- Being fully conversant with the rules and regulations necessary for the proper conduct of examinations
- Ensuring that the room and materials are set out in a manner to comply with the above
- Collecting materials and other resources needed for examinations both before and after examinations
- Ensuring that the pupils admitted are fully conversant and compliant with the rules and regulations for the conduct of examinations
- Informing the Senior Exam Invigilator of any breaches of school discipline during the examination
- Giving full attention to the proper conduct of the examination i.e. not performing any additional task in the examination room.
- Being aware of the arrangements for contacting a subject teacher in relation to problems which may require their professional judgement.
- To act as a Reader and/or Scribe for a pupil during an exam

Main Duties

- Under the supervision of the Examinations Officer assisting with the collection of exam boxes and the return of the exam packages
- Assisting with the admittance of pupils to the examination room
- Assisting with the completion of the invigilation and attendance register including pupils who may be in other rooms
- Notifying any changes or absences to the Senior Exam Invigilator

- Ensuring that pupils are seated according to the seating plan
- Under the direction of the Senior Exam Invigilator, despatching scripts to the pupils
- Ensuring that the exam starts promptly and pupils are aware of the time allotted
- Supervising pupils in allocated rows/groups
- Ensuring that pupil's requests are dealt with appropriately
- Collecting in all work at the end of the examination and ensuring its proper return to the appropriate office
- Ensuring that no examination papers are removed from the examination room
- Under the direction of the Senior Exam Invigilator, ensuring that scripts are in candidate number order
- Assisting with the dismissal of pupils from the examination room
- If required Read and/or Scribe for a pupil during an exam

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

The postholder must comply with the Academy's Health and safety rules and regulations and with Health and Safety legislation.

Date of Amendment: November 2019

Review Date: November 2020



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Person Specification for the post of Examination Invigilator

1) Education and Training:	Method of Assessment
<ul style="list-style-type: none"> • Good standard of education 	Application
2) Relevant Experience:	Method of Assessment
<ul style="list-style-type: none"> • Previous administrative experience would be an advantage. • Previous supervisory experience in any field 	Application
3) Aptitude and Skills:	Method of Assessment
<ul style="list-style-type: none"> • Good communication, interpersonal, organisational and ICT skills 	Application and Interview
4) Personal Qualities to include:	Method of Assessment
<ul style="list-style-type: none"> • To be able to communicate effectively with pupils • To be reliable and conscientious • A desire and ability to learn new skills • Perseverance • Being a team player • A flexible approach to work [some out of hours work may be necessary] 	Interview