

Job Description

Directorate:	Children's Services	
Post Title	Invigilator AA681	
Evaluation	266 Points	Grade: N1
Responsible to	Head Teacher or other designated manager	
Responsible for	N/A	
Job Purpose	To supervise pupils/students whilst they are undertaking examinations in accordance with school and examination board policies and procedures	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
- 2 Supervise the conduct of pupils/students in and around the examination venue reporting any misconduct in accordance with school procedures.
- 3 Monitor students during examination ensuring exam regulations are adhered to.
- 4 Ensure all examination materials are securely maintained.
- 5 Provide additional support to pupils/students who require assistance to complete examination papers e.g. complete papers for the pupil if unable to do so due to illness or injury, invigilate at pupil's home.
- 6 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 7 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007