**TANFIELD SCHOOL**

**JOB DESCRIPTION**

**Post Designation :** Examination Invigilator/Reader/Scribe

**Responsible to :** Examination Officer

**Grade :** Grade 1 Point 10 - 11

**Hours :** Various

**Duties**

* To supervise students during examination periods including the reception and seating of students within the exam environment.
* To be able to read instructions, questions and read back to students their answers accurately and with confidence
* To be able to scribe for students.
* To follow examination board rules regarding how and what can be read to students
* To maintain confidentiality with documentation and information relating to students
* Responsible for ensuring the security and integrity of examination papers/scripts, equipment and stationery
* To assist with the preparation of the examination room, ensuring awarding body requirements are met
* To ensure all scripts and examination stationery are collected and checked at the end of each examination
* To return scripts and associated documentation and equipment to the Examinations Officer or other delegated office
* To promote a positive and calm working environment for all students and treat all pupils and colleagues with profession respect
* To report any security concerns to the Examination Officer
* To monitor candidates throughout the duration of the exam and maintain silence
* To be responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development
* The Role requires working with a teamThe ability to present oneself as a role model to pupils in speech, dress and throughout the school. The post holder may undertake any other duties that are commensurate with the post.