



Walbottle Academy

Job Description

Job Title	Exam Invigilator
Reports To	Exams Officer
Hours of Work	Casual – term time only
Level and Scale Point	N3
RESPONSIBLE FOR:	<ul style="list-style-type: none">To supervise students whilst they are undertaking examinations in accordance with school and examination board policies and procedures.
MAIN DUTIES:	<p>The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.</p> <ul style="list-style-type: none">To assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.To maintain discipline and supervise the conduct of pupils/students in and around the examination venue, dealing with and reporting any misconduct in accordance with school procedures. Also, to refer to senior staff when appropriate.In the absence of teachers take responsibility for starting and finishing examinations for small numbers of pupils.To escort pupils/students to the designated 'withdrawal room' if deemed to be necessary.To escort pupils to the appropriate seat and check for absences to be followed up.To monitor students during the examination to ensure exam regulations are adhered to.To provide additional support to pupils/students who require assistance to complete examination papers.To ensure all scripts and examination stationery are collected and checked at the end of each examination and to assist the examinations team in checking off completed scripts in preparation to forwarding to the examinations boards. To return confidential scripts and associated documentation and equipment to the examination secure area.To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.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.



Walbottle Campus

Person specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general education • Level 2 qualification in Maths and English 	<ul style="list-style-type: none"> • Awareness of Health & Safety issues
Experience	<ul style="list-style-type: none"> • Work within a service environment 	<ul style="list-style-type: none"> • Work in schools/education
Skills, Knowledge and Competence	<ul style="list-style-type: none"> • Good people skills • Effective communicator • Good time management • Ability to manage pupils effectively during required hours 	<ul style="list-style-type: none"> • Knowledge of behaviour management strategies
Other Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team • Good attendance record • Ability to handle difficult situations with pupils • Loyalty to the Leadership Team and the Governing Body. 	<ul style="list-style-type: none"> • Willingness to invigilate for pupils during home examinations

Prepared by:

Name:	Tracey Gray	Date:	September 2020
Title and/or department:	Director of Support		

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.