Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

JOB DESCRIPTION

Post title:	Examination Invigilator
Academy:	Sedgefield Community College
Reporting to:	Examinations Officer
Salary/pay range:	SCP 3, with uplift to the real living wage (£14.10 per hour).
Hours of work:	Casual (as and when required)

Job purpose

- To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Main duties and responsibilities

- To assist in the collection of examination papers and related information from the Examinations Office.
- To assist in the transportation of exam papers to the venue securely.
- To assist in ensuring examination papers are correct and are in accordance with attendance registers and seating plans.
- To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.
- To act as a reader or scribe where necessary.
- To ensure the examination room is set up in accordance with the seating plan.
- To assist in recording attendance on the seating plan.
- To closely monitor students throughout the examinations to prevent malpractice and disruption.
- To assist with emergencies ensuring you follow centre policies and JCQ regulations e.g., illness, fire alarms.
- To collect scripts and question papers, ensuring that they are collected in correct order.
- To ensure the exam room is tidy in preparation for the next examination.
- To assist in the transportation of exam scripts to the exam office securely.
- To ensure you are familiar with the JCQ instructions for conducting examinations booklet.
- To undertake any training relevant to the post.
- To assist with other duties consistent with the nature, level and grade of post.

Additional Information:

- Maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times.
- Invigilators must conduct examinations in a calm and professional manner.

Support for the School

Comply with all school policies relating to:

  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - E-Safety
  - Confidentiality and data protection
- Work in such a way as to promote the ethos and vision of the school.
- Participate in training and development, and activities that contribute to the management of performance.
- Attend and participate in regular meetings.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

Other duties:

- Carry out any other duties in accordance with the expectations of Examination Invigilator at the reasonable request of the Headteacher.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.