

Edgbarrow School

Job Description

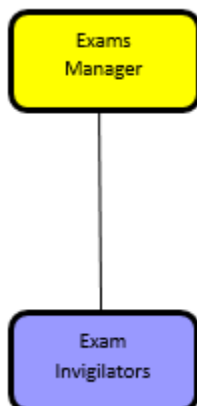


Job title: Examinations Invigilator	Location: Exams
Grade: Grade J	Hours of work: As required

Job purpose

To provide supervision of all internal or external examinations.

Designation of post and position within departmental structure



Main Duties & Responsibilities

To support the Exams Manager and Deputy Exams Manager:

- Preparing the room, laying out candidate name cards to a seating plan prepared by the Exams Manager/ Exams Administrator.
- Admitting candidates to the room in a quiet and orderly way.
- Conducting the exam according to the Joint Examinations Board regulations.
- Registering the candidates present in the room.
- Supporting SEN students and monitoring Access Arrangements set by Progress Department.
- Invigilators must be constantly vigilant when the exam is running and should not do any other task.
- Invigilators are provided with all regulations and necessary papers.
- Invigilators are required to report to the Exams Office at least 30 minutes before the start of an examination session.
- Ensure that all duties are undertaken within appropriate health and safety guidelines.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Trust Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Participate in training and development activities as required.
- The post holder is responsible for ensuring that the school child safeguarding policy is adhered to and concerns are raised in accordance with this policy.
- Carry out tasks as reasonably required by the Headteacher.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of Job (Budgetary/Resource control, Impact)

The post holder is line managed by the Exams Manager.

The post holder does not hold any budgetary responsibilities for examinations.

Print Name: _____

Signature: _____

Date: _____

