

THE WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY	
JOB DESCRIPTION	
JOB TITLE: Exam Invigilator	
GRADE: 2, Point 3	
REPORTS TO: Exams Officer	
1.	<p>PURPOSE OF JOB:</p> <p>To be present during examinations, ensuring that the necessary resources are available. To work in accordance with school policy and procedures and as directed by the Exams Officer/SLT ensuring that examination requirements are complied with.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>Ensure the examination room meets the necessary requirements, for example is the clock visible to all students, and are there adequate supplies of stationery.</p> <p>Supervise students ensuring they enter the examination room in an appropriate manner and that students are supervised during the exam in a quiet and unobtrusive manner.</p> <p>Ensure correct identification of all students dealing with any who are not shown on the register.</p> <p>Make students aware that they are under exam conditions and remove mobile phones etc. Ensure that exam conditions are maintained until the exam is finished and students are dismissed from the room.</p> <p>Read any notices as required by the examination process. Open and distribute papers and other authorised materials to students, ensuring they have the correct paperwork.</p> <p>Maintain efficient time keeping. Notify students of start of exam. Notify student of finish of exam. Ensure that times are adhered to and that start and finish times are accurately recorded.</p> <p>Respond to candidate queries in accordance with exam regulations. Take appropriate action as directed by the, Headteacher or other designated person when for example a candidate raises a concern or problem regarding the paper that requires the professional judgement of a teacher.</p> <p>Supervise late candidates, ensure they are briefed and seated and commence</p>

	<p>exam with minimum fuss. Supervise students who may need to leave the room during exam in accordance with the examination regulations</p> <p>Collect all papers against register, ensuring that nothing has been left on desks that there are no missing papers, and that papers are never left unattended.</p>
3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p> <p>No direct supervision of staff, however the Invigilator will be responsible for the supervision of a group of students during the exams.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Work is straightforward and carried out under set procedures referring matters of concern to Headteacher (or other designated person), leaving little or no opportunity for creativity, responding to queries from an already established range of alternatives.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with students during exams Contact with Exam Officer/Headteacher prior to exam to check exam requirements, resources required.</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion</p> <p>Work is carried out within clearly defined policies and procedures; advice on complex matters will be sought from line manager.</p>
	<p>b) Consequences</p> <p>Impact would be on students sitting exams, issues are likely to be easily identified and remedied.</p>
7.	<p>RESOURCES</p> <p>Responsible for collection and safe handover of examination papers.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Exam is set within clearly defined deadlines and rules; the post holder is unlikely to be dealing with conflicting priorities.</p>
	<p>b) Physical Demands</p> <p>Periods of 2-3 hours sitting or standing at a desk in an exam room.</p>

	c) Working Conditions Work is carried out in a well-lit/ventilated environment.		
	d) Work Context Contact with students on matters that are routine and non-contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.		
9.	KNOWLEDGE AND SKILLS No formal qualification required. Experience of supervising a group or groups of students.		
10.	GENERAL		
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Trust Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Trust Health and Safety policies and procedures.			
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
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