



NORTHAMPTON SCHOOL FOR GIRLS

Job Description

Post:	Exam Invigilator (Casual)
Scale:	£7.88 per hour (paid on a casual basis) Holiday pay is paid in addition to your earnings at a rate of 12.07%
Reporting to:	Exams Manager/Exams Officer
Hours:	Flexible as required

Requirements of Post:

- To support the exams process, prevent malpractice and ensure that exams are conducted in an atmosphere beneficial to the best performance of each candidate.
- To support the Exams Officer and assist with day to day operation of the exams.
- You must attend training that is provided; Work is allocated in accordance with the set exam timetable by the Exams Manager/Officer. Work must be carried out following the procedures given for exam invigilating.
- Hand out exams papers ensuring each student has the right paper.
- Use seating plans to tell students where to sit.
- Report, to Student Services, any students who are missing.
- Observe and check that students' behaviour conforms to the rules.
- Co-ordinate with colleagues to collect completed answers and exam papers.
- Count and collate papers and complete records.
- Tidy the room and return exam papers to the Exams Office.

The duties of this post may vary from time to time without changing the general character or level of responsibility entailed. The post holder will be expected to take part in relevant training.

Safeguarding

All staff employed by the school share the responsibility for safeguarding and promoting the welfare and health and safety of children and must be familiar with the relevant school policies and guidance.