

# Job Description

<b>Post Title:</b>	<b>INVIGILATOR</b>	<b>Post No:</b>	<b>JD22</b>
<b>Department:</b>	Education	<b>Grade:</b>	BEX03
<b>Responsible to:</b>	Senior Invigilators and Teaching Staff		
<b>Responsible for:</b>	No Staff		
<b>Functional links with:</b>	Pupils and Teaching Staff		
<b>Main purpose of the job:</b>			
<ul style="list-style-type: none"> <li>To supervise the conduct of selection tests and examinations</li> </ul>			
<b>Major Duties and Responsibilities:</b>			
<ol style="list-style-type: none"> <li>Supervising pupils from the entrance to the test centre in to the test room and returning pupils to other staff at the end of the test</li> <li>Giving out test materials and collection at the end of the test</li> <li>Checking that pupils are answering questions in the correct order and reassuring pupils who have questions about how to complete the answer sheets</li> <li>Checking that pupils do not talk, pass notes etc.</li> <li>Supervising pupils to and from the toilet</li> <li>Checking a register of candidates and coding answer sheets</li> </ol>			
<b>Resources:</b>			
<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>Job Activities:</b>			
<ul style="list-style-type: none"> <li>Working as part of a team</li> <li>Responding quickly and decisively to unplanned situations sometimes without support from superiors</li> <li>Supervising large numbers of pupils in a calm but authoritative way</li> <li>Experienced in dealing with confidential information</li> <li>Able to undertake routine clerical tasks to a high level of accuracy</li> </ul>			
<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>	
	<b>Line Manager:</b>		
	<b>Job Assessor:</b> <i>(if required)</i>		

