



JOB DESCRIPTION

Job Title: CASUAL EXAM INVIGILATOR

Responsible to: Examinations Officer

£10.55/hour

Postholder:

This job description defines the role of Exam Invigilator

MAIN PURPOSE OF ROLE

- To provide support to the examination process

MAIN (CORE) DUTIES

- To support the Head Invigilator/ Examinations Team with the day-to-day operation of examination venues.
- This may include (but is not limited to):
- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside the examination venue;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details early leavers and collecting their scripts;
- escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To assist the Examinations Team with other examination processes, such as (but not limited to):
- packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- preparation of seating plans;
- delivering scripts to departmental and school offices.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To undertake mandatory and statutory training.
- To contribute positively to effective working relations within the school.
- To attend relevant in-service training.

Standards and Quality Assurance

- To support the aims and ethos of the school.
- To follow and uphold school policies.
- To participate in staff training.

Communication

- To follow agreed policies for communications in the school.
- To attend meetings as required.
- To be aware of in-school procedures and confidential issues and to keep confidences appropriately.
- To maintain effective communication with all staff members.

Other Specific Duties

- To promote actively the school's policies
- To comply with the school's Health and Safety Policy
- To comply with the school's procedures concerning safeguarding

Uphold and, where relevant, promote the Jewish ethos of the School

- Part of the School's mission statement states that *"JFS is a Jewish comprehensive school, committed to the development of thoughtful, tolerant, responsible and caring young citizens"*. All staff, together with their line managers, are asked to respect the Jewish ethos of the School and to seek advice from, and liaise with, appropriate colleagues, e.g. Deputy Headteacher (Jewish Life and Learning) over any matters pertaining to this ethos.

Other Clauses

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Safeguarding Officer.
- This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein. This job description will form the basis for the assessment of the performance of the Invigilator.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Date of Issue: May 2021

signed: _____

Date: _____

Name (*in caps*): _____