



# St Philomena's

## Catholic High School for Girls

### JOB DESCRIPTION

Post Title	Examination Invigilator (Ad-hoc Worker)
Salary	£13.85 per hour, (plus 12.07% per hour holiday accrual)
Working Hours	Ad Hoc - only required as and when the need arises. Flexibility in approach to work is required and availability to invigilate at short notice. Between the hours of 8.30am - Term Time Only
Purpose	Invigilators are responsible to the School's Examination Officer for the correct running of external examinations in the exam room. They are responsible in the first instance to the Examination Officer who will deploy them and verify time sheets.
Reporting to	Examination Officer
Disclosure level	Enhanced
Job Role	<p><b>Invigilators are provided with all regulations and necessary papers.</b></p> <ul style="list-style-type: none"> <li>• Training is provided.</li> <li>• Preparing the room, laying out candidate name cards to a seating plan if applicable.</li> <li>• Admitting candidates to the room in a quiet and orderly way.</li> <li>• Registering the candidates present in the room.</li> <li>• Starting/conducting/finishing the exam according to the Joint Examinations Boards regulations.</li> <li>• <b>Invigilators must be constantly vigilant when the exam is running and should not undertake any other tasks.</b></li> <li>• Supervising candidates who have examination clashes.</li> <li>• Invigilators are required to report to the Exam venue at least 15 minutes before the start of an examination session.</li> </ul>

## Other Specific Duties

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this pressured time in their school career.

The position is ideally suited to responsible, punctual, calm, organised and approachable individuals, who are able to relate to young people yet maintain an air of authority. The person appointed should be able to use their own initiative, yet be able to judge when a decision is not theirs to make.

This centre requires invigilators to wear 'business' dress to promote a formal atmosphere within the exam room.

### Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

### Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

### Training and Development

To attend relevant training and development courses as required.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

### Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

St Philomena's is a non-smoking site.

Signature: ..... Date: .....

Headteacher's signature: ..... Date: .....