



SHEBBEAR COLLEGE

Job Description: Examination Invigilator

Reporting to: Examinations Officer

The Resident Graduate Assistant provides essential support to pupils and staff across academic lessons and co-curricular activities (sports, environmental education, trips, events etc). The role will involve coaching, mentoring and promoting the general progress and well-being of individual pupils.

Hours: Variable hours undertaken on a Casual Worker basis, term time only.
The majority of hours offered will be during the summer exam series each academic year.
Monday to Friday 8am to 5pm

Main purpose of role:

- To administer examinations in accordance with regulations
- To ensure the confidentiality of examination papers before, during and after examinations
- To help create the best environment for candidates to achieve their best potential
- To provide information to candidates.
- Start and end exams when required.
- To set up the examination rooms as determined by the Exams Office.

Specific responsibilities:

- To ensure smooth and silent entrance into the examination room and to provide the appropriate information prior to the examination commencing.
- To record attendance on the appropriate attendance register.
- Distribute papers to examination candidates
- Carry out the recommended steps in order to start examinations when required.
- Deal with late arrivals to examinations in accordance with procedures
- Participate in the access and special arrangements for students who require this.
- Act as reader and scribe as required.
- Supervise examinations and respond to students questions appropriately, in line with guidance.
- Report any irregular conduct/behavioural issues to the Examinations Officer
- Finish examinations and collect the scripts
- Gather all the examination papers and equipment together and return to the Examinations Officer.
- Maintain invigilator packs on return to the examination office.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Schools Health and Safety Policy.
- The school is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.

Contacts:

In all contacts the post holder will be required to present a good image of the College as well as maintaining constructive working relationships. Internal: Teaching staff, non-teaching staff, students.