

Role Profile

Examination Invigilator

NJC Grade A SCP 2

Purpose of the role (job statement)

To provide support to the examination process.

Key Responsibilities

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 students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that students do not talk once inside the examination venue.
- Invigilating during examinations, dealing with queries raised by students and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Escorting students from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue
- Collecting and collating exam papers at the end of the examination in accordance with exam procedures
- Assisting with the preparation of exam envelopes
- Supervising students leaving examination venues, ensuring that student do not remove equipment or stationery from the venue without authorisation and ensuring that students leave venues in an orderly and quiet manner

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

Please note:

The post holder may reasonably be expected to undertake other duties commensurate with level of responsibility that may be allocated. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities at all times.

This job description can be reviewed at any time in discussion with the Headteacher