

Name:		Date Drafted:	Spring 2020
		Date Reviewed:	
JOB DESCRIPTION			
<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Northworthy Trust Schools. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>			
MANAGEMENT DETAILS			
Job Title:	EXAMINATIONS INVIGILATOR		
Salary:	£9.19 PER HOUR		
Hours:	AS REQUIRED		
Place of Work:	TBC		
Reporting to:	THE GOVERNING BODY VIA THE HEADTEACHER		
Line Manager:	EXAMINATIONS OFFICER		
Directly Supervised Posts:	NONE		
Indirectly Supervised Posts:	NONE		
DUTIES OF ALL EMPLOYEES			
<ol style="list-style-type: none"> 1. Commit to safeguarding and promoting the welfare of children. 2. Be subject to DBS checks as required by the School. 3. To understand and comply with the school's Equal Opportunities Policy. 4. To participate in the Performance Management Programme. 5. To follow the school's policy with regards to Data Protection and Freedom of Information. 6. To maintain confidentiality of school business. 7. To comply with the requirements of Health and Safety, other relevant legislation and school documentation. 8. Be aware of, uphold and contribute towards the development of the school's policies and procedures. 9. Take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance and supervision arrangements. 10. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder. 			
DUTIES SPECIFIC TO THIS POST			
<ol style="list-style-type: none"> 1. Arrive at school 30 minutes prior to the start of the exam. 2. Assist the Exam Officer in setting up the exam room. 3. Check the exam room is laid out in the correct manner e.g. a visible clock, appropriate signs, desks and chairs, clean board. 4. Check sufficient number of exam papers and answer books. 5. Check additional materials required are included. 6. Admit candidates into room in seat order. 7. Distribute all relevant stationery and paperwork, writing the relevant information on board. 8. Ensure candidates are fully aware of procedures e.g. rules re mobile phones/pencil cases. 9. Open papers in front of candidates and distribute. 10. Start the exam. 11. Complete necessary paperwork. 12. Announce time remaining 5 minutes before the end. 13. Ensure active invigilation of students takes place within the exam room. 14. Ensure exams are conducted in silence and anyone talking or suspected of communicating to others is reported to the Exam Officer. 15. Respond to student issues during the exam promptly. 16. At the end of the exam, tell candidates to stop writing. 17. If front of answer books need completing, remind students. 18. Dismiss students. 19. Check all relevant paperwork is complete. 20. Return all materials to the Exams Officer. 21. Report any discrepancies and concerns to the Exams Officer. 			