



St Katherine's School

Job Description

Post title: Exam Invigilator

Reports to: Exams Officer

Job purpose

To carry out specific tasks relating to exams under the direction of the Exams Officer, for example, labelling desks, completing attendance registers, checking candidates have signed their papers, collecting and sorting scripts.

Job Duties:

- To invigilate examinations in accordance with the JCQ regulations
- Facilitating access arrangements during the exam
- To inform the Exams Officer of any potential conflict of interest, for example, being related to a student in the examination
- To support the Examinations Team with the day-to-day operation of examination venues.
- 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
- 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 of 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 with packing and delivery of examination papers, stationery and equipment prior to the examinations and their delivery to and from venues as appropriate.

General Responsibilities:

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, IT and Safeguarding Policies ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.

- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school's needs as required and are commensurate with the grade. This is not an exhaustive list and some changes to both the Job Description and duties may occur.
- The post-holder must at all times maintain confidentiality and work within the requirements of data protection/GDPR at all times.

Person Specification

Criteria	Essential/Desirable
<p>Experience:-</p> <p>Experience of working with young people in either the work place or in a voluntary capacity.</p>	Desirable
<p>Knowledge/skills/abilities:-</p> <p>Good communication skills</p> <p>Reliable</p> <p>Ability to issue instructions to a wide range of examination candidates in a confident manner.</p> <p>Good organisational skills to prepare exam room and secure exams papers.</p> <p>Ability to relate to academic staff and students</p> <p>Understanding of the exam process</p> <p>An ability to handle emotional and distressed situations with tact, sensitivity and diplomacy</p> <p>Able to quickly and accurately record information</p> <p>Calm and responsible manner</p> <p>Maintain confidentiality and work within the requirements of data protection/GDPR at all times</p> <p>Satisfactory Enhanced DBS Disclosure checks and Barred list checks (relevant applications and checks will be carried out before any job offer is confirmed)</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS Disclosure checks and DBS barred list checks are required for all successful applicants.