

Job Description

Examinations Invigilator

Job Purpose	To contribute to the successful completion of all examinations by exam candidates ensuring that examination regulations are adhered to at all times.
Responsible to	Examinations Manager
Key Responsibilities	<ul style="list-style-type: none">• Maintaining a calm exam environment;• Reporting to the examination office 30 minutes before the exam is due to start• Invigilating external examinations according to an agreed timetable• Assisting in the organisation of students at the start and end of each exam• Assist in distributing exam papers to alternative rooms for special arrangement pupils• Assisting in the distribution of seating cards, writing paper, equipment and examination question papers as required/advised by the lead invigilator• Marking attendance registers as required• Ensuring the examination is conducted according to guidelines set out by JCQ• Supervising the conduct of the examination in accordance with exam-board regulations (ICE Booklet)• Monitoring the duration of the exam according to specifications provided and supervising candidates allowed additional time (special arrangements)• Placing candidates' work in examination number order, checking against the attendance register, and handing to the Examinations Manager• Checking exam desks for graffiti and removing where possible. Any unused exam papers and answer booklets must be returned to the Exams Manager after the exam• Reporting any case of malpractice to the Examinations Manager• Reporting on any unexpected events during the course of an examination• Supervise and direct other invigilators within the exam rooms (including monitoring pupil:invigilator ratios)• Supervising students who have simultaneous exams and maintaining the integrity of the exam through a supervision of a secure environment between exams, as directed• Liaising with the Examinations Manager as required• Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder

Curiosity

Commitment

Creativity

Community

Mrs Maria Coulter BSC (Hons) PGCE NPQH
Principal

- Ensure confidentiality at all times and ensure compliance with the Data Protection Act
- To adhere at all times to Safeguarding and Child Protection regulations
- To be aware and adhere at all times to the school code of conduct and confidentiality.

**Person
Specification**

Essential

- Excellent organisational skills
- Able to work under pressure and to strict timelines
- Keen eye for detail
- Excellent interpersonal skills
- Calm, confident attitude
- Smart appearance
- Common sense
- Experience of dealing with confidential issues

Desirable

- Experience of working in a school environment
- Knowledge of examination policies, procedures, codes of practice, and awareness of relevant legislation.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Principal.

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.

It may be reviewed and may be subject to modification or amendment after consultation with the post holder.

Signed:

Date:

Post Holders name:

Date:

Signed:

Principal: Maria Coulter

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Mrs Maria Coulter BSC (Hons) PGCE NPQH, Principal

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