

Job Description EXAMINATION INVIGILATOR



TOWNLEY
EST 1937
GRAMMAR SCHOOL

Reports to: Lead Invigilator/Exams Officer

Salary: £12.57 per hour plus holiday pay

Contract type: Casual contract

Job Summary

The examination invigilator will be employed to fulfil clerical, administration and student supervisory duties in relation to internal and external examinations that will be held by the school. They will facilitate the smooth running of the examinations by ensuring that students abide by the rules of the school and the examining bodies. They will use methodical and accurate placement of seating plans, and ensure that all necessary papers and equipment are available prior to the start of the exam. They will ensure that students do not communicate with each other and will not assist the student in any way to answer a question. They may be required to act as reader or scribe to students. They must have the ability to work both individually and as part of a team, making common sense decisions whilst dealing with sensitive situations and liaising with relevant staff. They must be able to work with children aged 11 – 19 in a calm, reasonable and responsible manner.

Duties and Responsibilities

- ◆ To follow all instructions given by the Lead Invigilator or Exams Officer.
- ◆ To ensure that they are familiar with the JCQ Examination Regulations.
- ◆ Ensure registration is undertaken.
- ◆ Ensure accurate checking of exam details.
- ◆ Ensure candidate numbers are distributed accurately.
- ◆ Ensure students do not communicate once they enter the examination room.
- ◆ To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- ◆ Accompany students if they need to leave the examination room for any reason and ensure they do not communicate with anyone.
- ◆ In the case of a fire evacuation - ensure that students leave the examination room in silence without speaking, and accompany the candidates to the designated area ensuring they do not communicate with anyone.
- ◆ To respond to candidates' queries in accordance with the examination regulations.
- ◆ To ensure that any behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the Lead Invigilator immediately.
- ◆ Collect the exam papers in candidate number order and pass to the Examination Officer.
- ◆ Work together with the other invigilators to dismiss students in silence.
- ◆ Ensure the examination room is left clear of papers etc.
- ◆ To assist the Examination Officer with general administration as required.
- ◆ On occasions to start and finish examinations as instructed by the Lead Invigilator.
- ◆ On occasions to act as sole invigilator for small exams.
- ◆ On occasions to act as a reader, scribe or prompt for students.

Knowledge, Skills and Abilities

- ◆ Good communication skills.

Executive Headteacher: Nevita Pandya
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- ◆ Literacy and Numeracy, with at least grade C in GCSE English Language or equivalent
- ◆ Ability to work individually and as part of a team, with the ability to use initiative.
- ◆ Ability to work accurately.
- ◆ Enthusiasm to learn new skills and undertake appropriate training

Person Specification

EXAMINATION INVIGILATOR

Personal Qualities / Skills	Essential	Desirable
Organisation skills	✓	
Work under pressure	✓	
Calm, flexible, dependable, reliable	✓	
Ability to work with others and deal calmly with difficult situations	✓	
Ability to make decisions	✓	
Negotiating skills	✓	
Sense of humour	✓	
Experience/knowledge of working in a school environment		✓

Good numeracy/literacy skills	✓	
Good verbal and written communication skills	✓	
Understand and respect the principals of confidentiality	✓	