

ST MARY'S CATHOLIC SCHOOL



Examination Invigilator Job Description

Contract Type: Casual Worker / Temporary/ Part Time

Salary: Spot rate

Reporting to: Examinations Officer

Main purpose:

1. Under the direction of the Examinations Officer to provide support to the examination process.

N.B. The duties listed below are not an exhaustive list of requirements.

The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

To support the Exams Officer/ Examinations Team and other staff with the day-to-day operation of examination venues.

This may include (but is not limited to):

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;
2. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
3. Offering advice and guidance to unregistered candidates without allocated seats;
4. Ensuring that candidates do not talk once inside the examination venue;
5. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
6. Checking attendance during examinations;
7. Recording details early leavers and collecting their scripts;
8. Escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue;
9. Collecting and collating scripts at the end of the examination in accordance with strict procedures;
10. Assisting with the preparation of script envelopes;
11. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation; and,
12. Ensuring that candidates leave venues in an orderly and quiet manner.
13. To assist the Examinations Team with other examination processes, including (but not limited to):
 - a. packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
 - b. preparation of seating plans;
 - c. delivering scripts to departmental and school offices.

Whole-school organisation, strategy and development:

1. Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all.
2. Demonstrate the vision and values of the school in everyday work and practice.

Health and Safety:

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1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe examinations environment.

Working with colleagues and other relevant professionals:

1. Develop effective professional relationships with colleagues.

Management of staff and resources:

1. Where appropriate, direct, supervise and provide support to support colleagues assigned to them.

Professional development:

1. Take part in mandatory and recommended training and development including but not limited to Safeguarding, Prevent and other training.

Communication:

1. Communicate effectively with pupils and colleagues.

September 2023