

Job Description

Post Title: Exam Invigilator

Pay Scale: Point 7

Responsible to: Exams Officer

Hours of work: Casual basis

Present Key Tasks to include:

- Prepare exam rooms by distributing exam papers and any other required equipment
- Ensure students are correctly seated in accordance with seating plans
- Answer all queries that may arise as quickly and efficiently as possible during the exam
- Ensure that all Exam Board regulations are adhered to, in particular ensuring that no unfair means are used by any student in relation to the exam
- Ensure all exam papers and other equipment is collected according to instructions given by senior/lead invigilator
- Assist the Senior Invigilator in carrying out their duties
- Starting and finishing exams when required, involving communicating instructions to students in accordance with exam board regulations

Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The post holder will be expected to work within the schools' policies and procedures.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Head of School appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____