

+ Job Description



+ Job Title: Exam Invigilator

+ Responsible to: Exams Manager

+ Main Purpose of the role: To oversee and supervise examinations and to ensure that they are conducted in accordance with Awarding Body and Joint Council of Qualifications (JCQ) regulations.

+ Main Responsibilities

- To ensure, with the help of colleagues, that candidates have the best possible physical conditions in which to sit examinations and that these conditions conform to Awarding Bodies' requirements.
- To ensure candidates obey the regulations laid out in the JCQ examination guidelines.
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty including being aware of any needs that candidates may have.
- To maintain security and confidentiality at all times.
- To ensure correct exam procedures are being followed and refer suspected malpractice or any irregularities to the Exams Manager.
- Be aware of the evacuation procedures and inform candidates of these prior to the start of the examination.
- Be familiar with the JCQ document 'Instructions for Conducting Examinations'.

+ General

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.

- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All staff should be aware of the school's health and safety policy and implement it as appropriate.

Person Specification

+ Qualifications & attainments

1. GCSE in English Language and mathematics, grade C or above

+ Experience & knowledge

2. Experience of working in a school or similar establishment
3. Prior exam invigilation experience desirable

+ Skills & qualities

4. Professional appearance and demeanour
5. Ability to keep calm under pressure or during unexpected circumstances
6. The ability to work with accuracy and attention to detail
7. Good oral/written communication skills
8. Good time keeping and flexibility to working hours
9. Discrete and able to maintain the confidentiality of information
10. Ability to work as part of a team or alone if necessary
11. Ability to relate to candidates yet maintain an air of authority

+ Values & ethos

12. Willingness to take responsibility for your own work and awareness of how this affects other team members
13. Commitment to child protection and the promotion of a safe environment for children and young people to learn in
14. Commitment to the school's support and promotion of equality and diversity
15. Commitment to continuous self-development and a willingness to learn