

JOB DESCRIPTION



Job Title: Invigilator GEN16	Scale: JM3, Level 10 £9.79 per hour
School: John Masefield High School	
Responsible to: Trevor Kerr, Examinations Officer Responsible for: No staff responsibility Functional links with: Staff and pupils in school.	
Main Purpose of Job: <ul style="list-style-type: none"> ▪ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and John Masefield High School instructions ▪ To play a key role in upholding the integrity of the examination process ▪ To assist with the administration and smooth running of public and school examinations. 	
Main Duties and Responsibilities: <i>Duties may include:</i> <ul style="list-style-type: none"> • Ensure exam rooms are set out according to the instructions • Assist with the setting up of examination venues by laying out desk slips according to the seating plan, stationery, equipment and examination papers in accordance with procedures • Keep confidential exam papers and materials secure before, during and after exams • Admit candidates into exam rooms, to seat and instruct candidates in the conduct of their exams and inform them about items permitted in examination venues • Advising candidates, at the start of the examination, of the allotted time, examination rules and any other relevant information • Start and finish exams • Supervise and observe candidates at all times and be vigilant throughout exams and follow strict procedures in relation to candidates who behave inappropriately • Keep disruption in exam rooms to a minimum • Deal with emergencies and irregularities effectively • Record/report any incidents, disruption or irregularities • Ensuring that candidates do not talk or attempt to distract others once inside examination venues • Deal with queries raised by candidates during the examination and provide additional stationery if necessary 	

- Checking attendance during examinations, including recording details of late arrivals/early leavers and collecting scripts from early leavers
- Supporting students with additional needs
- Complete attendance registers
- Collecting and collating exam scripts and exam materials at the end of the examination in accordance with strict procedures
- Dismiss candidates from the exam room
- Ensure candidates leave examination venues in an orderly and quiet manner and that they do not remove equipment or stationery
- Assisting with the preparation of script envelopes
- Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues in school as appropriate
- Assist with the preparation of seating plans, if required
- To attend training and update sessions
- *This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder*

Jan 2019

**PERSON SPECIFICATION
EXAM INVIGILATORS**



	ESSENTIAL	METHOD OF ASSESSMENT
Experience		
Qualifications and Training	Willingness to undertake appropriate training as required.	Application form Interview
Skills and Abilities	<p>Ability to administer and follow strict instructions and procedures;</p> <p>Ability to explain clearly examination procedures and rules to candidates;</p> <p>Accuracy and attention to detail;</p> <p>Observant in relation to the actions of candidates;</p> <p>Ability to relate well to pupils and other staff;</p> <p>Well organised;</p> <p>Ability to maintain a balance between authority and reassurance to pupils.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Other Factors	<p>Commitment to working with young people.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>DBS clearance at Enhanced Level.</p> <p>Normal levels of sight and hearing as required for the role</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

January 2019