

JOB DESCRIPTION

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| Job Title | Examinations Invigilator | Grade and Salary |
| Hours | Casual (as and when required) Term Time Only | Grade 3 Level 1 - 4 £17,775 - £17,992 per annum (pro rata) |
| Reports to | Examinations Officer | Actual Salary Dependent on hours worked. |
| 1. | MAIN PURPOSE OF JOB | |
| | To work under the direction of the Examinations Officer to ensure the smooth running of the examination environment, including an appropriate working atmosphere for the candidates. Ensure that all externally set examination regulations are fulfilled and examinations are conducted in line with the school's Examination Policy. | |
| 2. | CORE RESPONSIBILITIES, TASKS AND DUTIES | |
| | i | Liaise with the Examination Officer regarding the appropriate register and seating order of the candidates for individual exams. |
| | ii | Prior to the start of the examination, assist in preparation of the examination room so that the room is appropriately laid out and meets exam body requirements. |
| | iii | Ensure candidates have the correct papers. |
| | iv | Under the direction of the Examinations Officer, ensure correct identification of all candidates. Deal with extra candidates not on the register. |
| | v | Ensure candidates are aware they are under exam conditions, retrieving mobile phone, etc. |
| | vi | Be aware of all procedures and examination body regulations, so that it is known what to do in an emergency situation (pupil illness, fire etc). |
| | vii | Clearly announce the start and finish time of the examination. |
| | viii | Record the start and finish time of examinations and ensure efficient time keeping is maintained. |
| | ix | Open and distribute papers and any other authorised materials to candidates. |
| | x | Ensure the attendance register is complete. |
| | xi | Ensure late candidates are briefed, seated and allowed to partake in the examination with minimum fuss. |
| | xii | Supervise candidates in a quiet and unobtrusive way and ensure the supervision of candidates who may need to leave the room in accordance with examination regulations. |
| | xiii | Ensure exam conditions are maintained at all times throughout examinations and until all candidates have left the room. |
| | xiv | Collect scripts in register order ensuring there are no missing scripts and the scripts are not left unattended. |

| 3. | <p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No supervision of other staff although may need to work with other adults allocated to the exam. Support the induction and training of new invigilation staff.</p> | | | | |
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| 4. | <p>CREATIVITY AND INNOVATION</p> <p>Subject to occasional supervision and procedural guidelines, the jobholder is able to use initiative in responding to queries, the management of his/her own workload. Uses initiative as part of own work, for example in responding to candidates' queries in accordance with exam regulations or knowing when to raise a concern during the exam which requires the professional judgement of the Examinations Officer. Communicate effectively with teachers and other professionals whenever the need arises.</p> | | | | |
| 5. | <p>CONTACTS AND RELATIONSHIPS</p> <p>Internal</p> <ul style="list-style-type: none"> ○ Regular contact with supervisor and colleagues calling for the exchange of information, sometimes of a complex and sensitive nature, orally, in writing or electronically. ○ Ensure good communication between Examinations Officer, Invigilators, examination candidates and other colleagues. ○ Enable pupils' access to examinations. <p>External</p> <ul style="list-style-type: none"> ○ Occasional contact with examination body. | | | | |
| 6. | <p>DECISIONS - discretion and consequences</p> <ul style="list-style-type: none"> ○ Working to established processes and examination body guidelines which will guide the jobholder's decision-making. ○ Uses discretion when responding to sometimes complex, face to face queries. Will be required to respond to on the spot queries requiring immediate attention. ○ Deal with queries in relation to insufficient papers, etc. ○ Clarify suspected errors on papers. ○ May be required to make difficult judgements and contribute to decisions made by the Examinations Officer. ○ Decisions made by the jobholder may have an effect on the examination outcome for pupils. | | | | |
| 7. | <p>RESOURCES - financial and equipment <i>(Not budget, and not including desktop equipment.)</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> </tr> </tbody> </table> | <u>Description</u> | <u>Value</u> | None | |
| <u>Description</u> | <u>Value</u> | | | | |
| None | | | | | |

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| 8. | <p>WORK ENVIRONMENT - work demands, physical demands, working conditions and work context</p> <p>Work Demands Subject to supervision. Most of the work is predictable, but may be required to manage time carefully during period of core examination activity. May be required to make difficult decisions.</p> <p>Physical Demands Largely classroom and exam hall/room based settings. Some sustained periods of physical activity will be required when actively supervising a large number of candidates in the exam hall/room.</p> <p>Working Conditions Majority of work takes place in exam hall/room in absolute silence.</p> <p>Work Context Risk of verbal abuse and physical harm from a minority of pupils. Risk of infection when dealing with unwell children.</p> |
| 9. | <p>KNOWLEDGE AND SKILLS</p> <p>Ability to carry out core duties without supervision. Ability to manage large groups of young people. Ability to work in an organised and structured way. Ability to seek help where appropriate. Sound oral and written communication skills. Ability to consistently work to a detailed and high level of accuracy.</p> |
| 10. | <p>POSITION of JOB in ORGANISATION STRUCTURE</p> <pre> graph TD A[Job reports to: Examinations Officer] --- B[THIS JOB] A --- C[Other jobs at this level: Members of Invigilation Team] B --- D[Jobs reporting up to this one: None] </pre> |

| Job Description agreed by: | Name: | Signature: | Date: |
|----------------------------|-------|------------|-------|
| Job Holder | | | |
| Manager | | | |