

## **JOB DESCRIPTION**

<b>Role:</b>	Exam Invigilators
<b>Salary:</b>	West Sussex Grade 4, Point 5 + Crawley Allowance
<b>Hours:</b>	Term Time Only (TTO) Casual – no set hours
<b>Contract Type:</b>	Casual
<b>Position Level:</b>	With or without reading duties

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

<b>Reporting to:</b>	Examinations Officer
<b>Purpose:</b>	Extend the Leadership of the Headteacher. Create the <b>opportunity</b> and <b>capacity</b> for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school.
<b>General:</b>	The correct running of external examinations in the exam room, including: Ensure a calm and professional environment for candidates Conducting the exam according to the Joint Examinations Boards Reporting to the Exams Officer at least 30 minutes before the start of an examination session.
<b>Key Duties:</b>	Help organise and admit/dismiss candidates to/from the room in a quiet and orderly way You may be required to distribute exam papers for larger exams under the supervision and instruction of The Examinations Officer To be constantly vigilant when the exam is running and not undertake any other task Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam Escort students during toilet breaks being mindful of exam and Safeguarding protocols

	Collect finished papers in the order instructed by the Exams Officer In the event of any disturbance to an exam one invigilator should contact the Examinations Officer and another note the time in the incident book in the exam room as a report may be sent to the exam board To assist SEND students as directed (if appointed as competent and trained Reader)
<b>Generic Duties:</b>	To deputise in the absence of other staff. Undertake duties involving student contact, as requested.
<b>CPD:</b>	To follow a mutually agreed programme of continuing professional development.
<b>Additional Information:</b>	For inset training you will be aligned with the administration team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career. The position is ideally suited to responsible, punctual, calm, organised and approachable individuals. This centre requires invigilators to wear 'business' dress (e.g. collar and tie for males) to promote a formal atmosphere within the exam room. There will be training provided by the Examinations Officer for this role.

Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.