



### Job Description

<b>POST TITLE:</b>	Exam Invigilator
<b>RESPONSIBLE TO:</b>	Exams Officer
<b>HOURLY RATE:</b>	£12.65
<b>JOB PURPOSE</b>	To invigilate external and internal examinations

### MAIN DUTIES & RESPONSIBILITIES:

1. To collect exam papers from Exams Officer
2. To follow instructions provided by the Exams Officer for each individual exam
3. To help to seat students according to seating plan
4. To hand out any equipment required
5. To help with the collection of mobile phones etc
6. To write necessary information on notice-boards such as start/finish times
7. To hand out exam papers
8. To read out any relevant instructions to students and to start the exam
9. To supervise students during the exam as required ensuring all exam rules are regulations are complied with
10. To hand out additional exam papers to students doing more than one paper
11. To check all students have put their names on papers and tagged loose sheets together
12. To end the exam and collect in papers
13. To dismiss the students in an orderly manner
14. To collate papers into order and return to the Exams Officer

### ADDITIONAL INFORMATION:

1. Invigilators should arrive 15 minutes before the start of the exam
2. Invigilators will finish work 15 minutes after the end of the exam
3. Duration of exams vary between 1 hour and 3 hours
4. Invigilators will be required to attend any mandatory training sessions held

#### **HEALTH & SAFETY:**

The Health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health & Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

#### **CONFIDENTIALITY:**

Staff and pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their line manager.

*Job descriptions will be reviewed annually and there is the expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.*

**Keswick School operates a no-smoking policy.**

**This post requires an enhanced CRB check.**

## PERSON SPECIFICATION

**POST TITLE:** Exam Invigilator

Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<i>This may include</i>	<i>This may include</i>
Employment Experience	<i>This may include</i>	<i>This may include</i> <ul style="list-style-type: none"> <li>• Previous Exam Invigilator experience</li> <li>• Experience of working within an education setting</li> </ul>
Professional Skills	<i>This may include</i>	<i>This may include</i>
Personal Skills	<i>This may include</i> <ul style="list-style-type: none"> <li>• Professional bearing</li> <li>• Good oral and written communication skills</li> <li>• Good organisational skills</li> <li>• Evidence that attention to detail is a priority</li> </ul>	<i>This may include</i>
Other Relevant Factors	<i>This may include</i>	<i>This may include</i>

### SOURCES OF ASSESSMENT:

- Application Form
- Performance at interview
- Original documents are required to be presented at interview when they are identified as essential criteria
- References