

TORQUAY GIRLS' GRAMMAR SCHOOL

Experts in the education of bright girls

JOB DESCRIPTION:	-	Casual Examination Invigilator
SALARY:	-	£8.50 per hour
RESPONSIBLE TO:	-	Examinations Officer
HOURS OF WORK		Variable – will vary according to school requirements

GENERAL INFORMATION

This job description gives an outline of the responsibilities of the post. It is not intended to be an exhaustive list of all the duties which may be undertaken from time to time.

Key Purpose of Job

To undertake invigilation and other examination-related duties under the instruction from the Examination Officer.

Anticipated Outcomes of Post

The Exam Invigilator will help ensure a calm environment which will give students the best possible opportunity to be successful in their exams.

Key Duties

- Arrive in school 30 minutes prior to the scheduled examination start time.
- Collect examination papers and materials from the Exams Office.
- Set up and ensure that the examination room meets JCQ requirements, ensuring that notices and any other regulations are suitably displayed inside and outside the examination room.
- Getting candidates into the room in an appropriate manner.
- Ensure correct identification of all candidates.
- Ensure that candidates are aware that they are under examination conditions.
- Opening and distributing exam papers and other authorised material.
- Ensure candidates have the correct paper.
- Record start and finish times of each exam.
- Ensure the attendance register is accurately completed.
- Supervise candidates in a quiet and unobtrusive manner.
- To escort and supervise candidates as required before, during and between examinations.
- Whilst invigilating, be vigilant but not intrusive. Occasionally, quietly patrol between rows of desks without disturbing students.
- Distribute additional paper/equipment as required.
- Liaise with Senior Invigilator or Exams Officer in the event of any problems.
- Ensure that efficient timekeeping is maintained.
- Collect and collate scripts in candidate number order.
- Collect question papers and other exam material for return to the Exams Officer.
- Ensure that examination conditions are maintained until all candidates have left the room.
- Ensure that script are never left unattended and are safely delivered to the Exams Officer.
- To fulfil Safeguarding responsibilities in accordance with the TGGGS Safeguarding Policy.
- Any other duties reasonably requested by the Exams Officer.

PERSON SPECIFICATION

There is a confidentiality component to this role and the post holder is required to undertake the duties of the role in a strictly professional manner. A DBS Disclosure will be required.

Experience:

- Previous experience of working in a school environment would be beneficial but is not essential. Participation in full training for this position will be required.

Practical Characteristics:

- Good numeracy and literacy skills.
- Effective written and oral skills.
- Good communication skills and be able to converse with ease, and provide advice, in accurate spoken English.

Personal Characteristics:

- Required to work on a supply basis.
- Be reliable and punctual.
- Have a polite, patient, friendly and flexible approach.
- Be able to keep calm and maintain an air of authority.