

Future Schools Trust Job Description

Job Title:	Exam Invigilator
Salary:	National Minimum Wage
Responsible to:	Exams Officer

Main purpose of post

An exam invigilator provides invigilation for all external and internal examinations at the school. They are responsible for distributing the exam material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Duties and responsibilities

- To have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality/security of exam materials.
- To adhere to the school's policies and procedures.
- Ensuring the exam room is prepared.
- Maintaining the security of exam materials at all times.
- Assisting candidates prior to the start of an exam by directing them to their seat, and advising them about possessions permitted in the exam room.
- To help distribute exam materials.
- To help ensure the candidates are informed on exam regulations prior to the exam commencing.
- Dealing with candidates who have arrived to take the exam but who are not on the register list (this must be reported to the Exams Officer immediately).
- To ensure all candidate are correctly identified.
- Ensuring that candidates have the correct papers.
- Ensuring that candidates who arrive late to an exam are dealt with quickly in accordance to the regulations.
- Distributing additional equipment as required.
- Dealing with candidate queries during exams.
- Supervising the exam according to the relevant time and meeting any additional conditions.
- Ensuring exam conditions are maintained whilst students are dismissed from their exam.
- To report/communicate any problems/incidents/emergencies to the Exams Officer.
- Ensuring scripts are collected, collated as per instructions, and delivered to the Exams Officer. Scripts must NEVER be left unattended.
- Any other duties as can be reasonably expected and as seen fit by the Exams Officer.

Person Specification

Essential Criteria

- Effective Oral/written communication skills
- Numeracy skills
- Accuracy and attention to detail
- Flexible approach to work
- Ability to relate to academic staff and students
- Ability to work under pressure

Desirable Criteria

- Experience of working or studying in higher education environment
- An understanding of exam processes

Organisation

- The postholder will be line managed by the Office Manager and will be expected to participate in the performance management process.
- The postholder will have daily contact with staff, students and visitors and would be expected to liaise with senior management.

Health & Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students.

Safeguarding Statement

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.