***The Rosewood School – www.trs.kent.sch.uk***

**Job Description: Exam Invigilator**

**Location: Leybourne and Canterbury**

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| **Hours** | As required dependent on examination timetable  £13.06 per hour  **Experience is not required as training will be provided.** |
| **Responsible to:** | **Exams Officer**  **Senior Leadership team** |

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.

**Post Responsibilities**

* To have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality/security of exam materials at all times.
* To ensure examination rooms are set out according to the instructions
* To admit candidates into the examination rooms
* To ensure all candidates are seated according to the seating plan provided
* To read/scribe for identified students needing extra support during exams
* To report to and be briefed by the Examinations Officer prior to each exam session
* To supervise and observe candidates at all times and be vigilant throughout examinations
* Ensuring exam conditions are maintained whilst students are dismissed from their exam
* To deal with candidate questions according to the regulations
* To ensure examination papers are collected, collated as per instructions, and delivered to the Exams Officer. The examination papers must never be left unattended

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake duties within the school or service as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Safeguarding**

The Rosewood School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

**Peron Specification**

* Effective oral/written communication skills
* Accuracy and attention to detail
* Flexible approach to work
* Calm and friendly
* Ability to relate to academic staff and students

Students are under a lot of pressure during examination periods-achieving good results is important for their progression. Please be aware of how they may be feeling. A smile from you could make a difference to a student’s stress level.

Signature………………………………………………………….**Postholder**

Signature………………………………………………………….**Executive** **Headteacher**

Date………………………………………………………