



## SIMON LANGTON GIRLS' GRAMMAR SCHOOL

### JOB SPECIFICATION

**Job Title:** Examinations Invigilator

**Job Purpose:** The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
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- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures

**Responsible to:** Examinations Officer

**Salary:** KR4

**Hours of Work:** Casual Contract

**Specific Accountabilities:**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Simon Langton Girls' Grammar School instructions.
- To play a key role in upholding the integrity of the examination process
- To undertake other support duties such as may be agreed from time to time.
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network.
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.

**Before exams**

- To report to and be briefed by the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

**During exams**

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

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### After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

### Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - supervision of clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - exams-related administrative tasks

### Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to overall ethos, work and vision statement of the school.
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

## **PERSON SPECIFICATION**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head teacher or designated deputy.

Signed ..... Post holder Date.....

Signed ..... Head teacher Date .....