



LONGFIELD ACADEMY

JOB DESCRIPTION

Job title: Exam Invigilator

Responsible to: Exams Officer

Aims of the post: Under the direction of the Exams Office, to invigilate internal and external examinations in line with examination board regulations and to ensure that good order is maintained in the examination hall.

Main Responsibilities

To carry out invigilation duties in accordance with the school's policies and relevant regulations

To record the attendance of pupils within examinations and report this to relevant staff as required

To ensure a calm environment which will give pupils the best possible opportunity to be successful in their exams

To ensure that the exam room is properly set up including the distribution of appropriate equipment

To organise and direct pupils at the start and end of each exam

To accurately distribute examination question papers and answer booklets ensuring each pupil receives the correct papers

To help ensure that the conduct of the exam takes place within the guidelines set down by the Joint Council for Qualifications

To be vigilant and mobile during examinations, whilst not disrupting candidates

To report any issues, concerns or incidents to the Exams Officer in a timely manner

To ensure that pupils do not leave an examination unless permitted by the regulations

At the end of examinations to make sure that answer booklets have been completed correctly

To help in the collection of exam scripts and equipment

To supervise sequestered pupils between exams

To take reasonable care of one's own health and safety and that of others and inform relevant staff of any concerns with regard to health and safety

To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility

Continued/...

Page two

To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these

To respect confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.



LONGFIELD ACADEMY
PERSON SPECIFICATION

KEY

A – Application form

S – Selection process

R – Employment references

C – Certificates

D – Enhanced Disclosure and Barring Services Criminal checks

M - Pre-employment medical screening

	Qualifications, Education and Training	Essential/Desirable	Stage identified
1.	Ability to apply accurate literacy and numeracy skills	E	A, S
2.	Level 2 numeracy and literacy qualification	D	A, C
	Experience and Knowledge	Essential/Desirable	Stage identified
3.	Experience of working successfully with a range of people	E	A, S, R
4.	Experience of working with secondary aged pupils in a work or leisure environment	D	A, S
5.	Understanding of examination board regulations and requirements	D	A, S
	Skills	Essential/Desirable	Stage identified
6.	Ability to work on own initiative	E	A, S, R
7.	Ability to work successfully as part of a team	E	A, S
8.	Ability to communicate effectively with children and adults both orally and in writing	E	A, S, R
9.	Ability to follow direction and comply with policies and procedures	E	A, S, R
10.	Ability to manage pupil behaviour effectively	E	S

	Personal Attributes	Essential/Desirable	Stage identified
11.	Ability to remain vigilant and silent for extended periods	E	S
12.	Commitment to attend training and apply knowledge	E	A, S, R
13.	Ability to maintain confidentiality	E	A, S, R
14.	Suitability to work with children	E	A, S, D
15.	Fitness to remain on feet for a number of hours	E	S, M

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory reference.