



JOB DESCRIPTION

JOB TITLE:	Exams Invigilator
GRADE:	Casual contract - £12.66ph
PURPOSE OF YOUR JOB:	To ensure that all school exams are conducted and invigilated in line within internal and external requirements
REPORTING TO:	Exams Officer
STAFF REPORTING TO	N/A
JOB HOLDER:	
CONTACTS WITHIN SCHOOL:	Exams Officer, Invigilators, teaching and support staff.
CONTACTS OUTSIDE SCHOOL:	N/A
MAIN TASKS AND RESPONSIBILITIES:	<p>Preparation of exam rooms and relevant equipment</p> <p>Appropriate implementation of access arrangements</p> <p>Accurately completing attendance registers</p> <p>Invigilating exams as working supervisor</p> <p>Co-ordination of invigilation arrangements and dealing with issues arising from exams</p> <p>Administration of exam materials</p> <p>Keeping up to date with changes to exam arrangements</p> <p>Supporting the Exams and Assessment Officer in carrying out their role</p> <p>Perform other reasonable duties within scope of skills as directed by line manager</p> <p>To attend mandatory training sessions</p>
KNOWLEDGE, EXPERIENCE AND TRAINING	<p>Understanding of the procedures of the school in relation to exams and other forms of testing</p> <p>Have or be prepared to develop supervisory skills</p>

	<p>Be extremely organised and have appropriate clerical/administrative skills</p> <p>Be flexible in order to meet changing requirements and priorities</p> <p>Be prepared to meet seasonal demands of exams during the school year</p> <p>Be assertive and effective in dealing with students, in line with the Behaviour for Learning and Rewards policy</p> <p>Be diplomatic, clear and professional in all communication with teaching and other support staff</p> <p>Evidence through DBS check and recruitment process of suitability for working with children.</p>
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