



JOB DESCRIPTION INVIGILATOR

Post title: Invigilator
Hours: Your hours of work will vary depending on the operational requirements of the school. You will be informed of the required hours for each assignment.
Responsible to: Examinations Manager

Core Responsibilities

1. To support the smooth running of the School by delivering an effective and efficient invigilation service to students, staff, parents and all associated with the School.
5. To contribute to the safeguarding and promotion of the welfare and care of all students.
6. To support the professional development and review process of your role, in your work-related areas, through annual Personal Reviews and a willingness to expand your knowledge and skills by attending relevant professional development.

Duties (to include):

- To ensure that the examinations are conducted in accordance with JCQ, awarding body and The Ecclesbourne School instructions.
- Ensure that candidates are seated in the correct position for each exam.
- Hand out the correct examination paper(s) as required by each candidate.
- Patrol the test venue to maintain a steady but calm presence.
- Survey the area to perceive abnormal activity.
- Deal with any minor illness of candidates.
- Accompany students to restrooms ensuring they are fully supervised.
- Be alert throughout the examination and responsive to the candidate's requirements.
- Provide students with additional answer booklets upon request.
- Complete attendance registers and seating plans for each exam and return these to the Examinations Manager with the completed and collated scripts.
- Collect in and collate examination paper on completion
- Liaise with the Examinations Manager as necessary.
- Communicate any unexpected occurrences to the Examinations Manager.
- Work under the direction of the Examinations Manager and Senior Invigilator to ensure the smooth running of the examinations.
- To attend training and refresher sessions as required.
- To undertake safeguarding training as required.
- To hold an enhanced Disclosure and Barring Service certificate and keep registration of this on the DBS Update Service current.

Name.....

Signature..... Date.....

Other Duties

- 1 To positively promote the good name of the School and actively support its aims.
- 2 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School’s own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 3 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder’s individual or shared use in the performance of his/her duties including computer equipment.
- 4 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 5 To support the examination process of the School in any way necessary, including invigilation duties.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name.....

Signature..... Date.....