

# Holy Family Catholic School and Sixth Form

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| <b>Job Description:</b>  | Examinations Invigilator   |
| <b>Grade and Salary:</b> | Scale 1, £11.01 per hour   |
| <b>Working Pattern:</b>  | Flexible in line with internal and public exams, starting time 8.30am for morning exams and 1.30pm for afternoon exams |
| <b>Responsible to:</b>   | Examinations Officer   |

## **MAIN PURPOSE OF THE JOB:**

To participate in conducting examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

## **DUTIES AND RESPONSIBILITIES**

- Supervise candidates entry into the examination room, directing students to their designated seat
- Make sure candidates are aware they are under examination conditions
- Distribute question papers and other authorised material to candidates
- Read out examination instructions
- Display the start and finish times for each examination on the whiteboards
- Complete the attendance register, seating plan and invigilation arrangements
- Supervise the candidates while the examination is in progress, and give complete attention at all times to this duty
- Distribute additional paper/equipment as required
- Record any incidents that take place during the examination and contact the Exams Officer if necessary
- When absolutely necessary escort candidates to the toilet
- Know the actions to be taken in the event of an emergency such as an emergency evacuation
- Announce when the examination is finished
- At the end of the examination, collect all papers and scripts in candidate number order and ensure that they are handed to the Lead Invigilator or Exams Officer.
- Supervise the orderly exit of candidates from the examination room
- To ensure that the room is left in a tidy condition
- Work to uphold all school policies, including its Safeguarding Policy and Catholic Ethos
- Invigilators will be expected to undertake annual training re JCQ regulations and safeguarding

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The School reserves the right to change or up-date this job description.

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## PERSON SPECIFICATION

Applicants for this role will be subject to an enhanced DBS check and must have the following:

- Good levels of literacy and numeracy
- Good record of attendance and punctuality
- Ability to work effectively as part of a team
- Ability to relate to young people
- Ability to follow written procedures to carry out tasks
- Meticulous attention to detail
- High level of security/confidentiality awareness
- Flexibility over working hours

### Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required
- Be fit to carry out the duties required of this role
- Has appropriate motivation to work with children and young people and can relate to them in a positive way
- Ability to maintain appropriate relationships and personal boundaries with children and young people
- Displays commitment to the protection and safeguarding of children and young people

Postholder's signature \_\_\_\_\_ Date \_\_\_\_\_