

SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION

EXAM INVIGILATOR

POSITION: EXAM INVIGILATOR

HOURS & PAY: £13.15 per hour

Closing Date: Friday 28th February 2025

PURPOSE OF JOB:

- To support the Lead Invigilators and Examinations Officer with the day to day operations of examinations.

MAIN ACTIVITIES:

- To ensure a calm environment which will give all students the best possible opportunity to be successful in their exam
- To help organise students at the start and end of each exam
- To help provide the correct information and material for successful completion of the exam
- To be vigilant, whilst not disrupting the candidates
- To refer to the Examination Officer if it is suspected that malpractice is taking place
- To help in the collection of exam scripts which need to be collected in order
- To ensure students do not leave an examination venue until instructed to do so at the end (unless escorted for exceptional reasons)
- Assisting with the preparation of seating plans and notices to be placed outside venues
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examinations venue
- Ensuring candidates do not talk once inside examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- To help scribe and read for students who require additional help.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

Selection criteria – Exam Invigilator

Criteria	Essential	Desirable
Qualifications & Experience	• An understanding of examination processes • Effective oral/written communication skills • Numeracy and literacy skills	
Personal qualities, skills & characteristics	• High skill/aptitude levels in dealing with young people • Excellent interpersonal skills • Effective use of ICT • Good communication skills (written and oral)	
Knowledge / special aptitudes	• An ability to work as part of a team and individually • An ability to work in a fast-paced environment and to be flexible to meet the needs of the school • High levels of integrity, trust and work-ethic • Self-confidence and calm approach when dealing with challenging and difficult circumstances • An attention to detail and ability to complete written reports when required • A willingness to undergo training and development on a regular basis • Good written and verbal communication skills and the ability to relate well to school staff, and candidates of all abilities • Ability to maintain confidentiality • Good supervisory skills • Ability to be vigilant • Flexible approach to work • Excellent record of attendance and punctuality	