

Edgbarrow School



Job Description

Job Title:	Examinations Invigilator
Grade/Salary Scale:	Grade J
Hours of Work	As Required
Reports To:	Exams Manager
Job Purpose:	To provide supervision of all internal or external examinations.

Main Duties & Responsibilities

To support the Exams Manager and Exams Administrator to:

1. Preparing the room, laying out candidate name cards to a seating plan prepared by the Exams Manager/ Exams Administrator.
2. Admitting candidates to the room in a quiet and orderly way.
3. Conducting the exam according to the Joint Examinations Board regulations.
4. Registering the candidates present in the room.
5. Invigilators must be constantly vigilant when the exam is running and should not do any other task.
6. Invigilators are provided with all regulations and necessary papers.
7. Invigilators are required to report to the Exams Office at least 30 minutes before the start of an examination session.
8. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
9. To carry out tasks as reasonably required by the Headteacher

Scope of Job (Budgetary/Resource control, Impact)

The post holder is line managed by the Exams Manager

The post holder holds no budgetary responsibility for examinations