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| **JOB DESCRIPTION** | |
| **Post Title** | **Examination Invigilator** |
| **Responsible to** | **Examination Officer** |
| **Grade and Hours** | **As and when required**  **Normal working hours will be between 8.00 am and 4.00 pm**  **It may be necessary occasionally to work outside of normal working hors** |

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**MAIN PURPOSE AND OBJECT:**

To provide support to the examination process.

**SPECIFIC DUTIES:**

**To support the Examination Officer with the day-to-day operation of examination venues. This may include:**

* + - assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
    - assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;

* + - offering advice and guidance to unregistered candidates without allocated seats;
    - ensuring that candidates do not talk once inside examination venues;
    - invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;

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|  | * + - checking attendance during examinations;     - recording details of late arrivals and early leavers and collecting scripts from early leavers;     - escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;     - collecting and collating scripts at the end of the examination in accordance with strict procedures;     - assisting with the preparation of script envelopes;     - supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;     - Reading or scribing for students with specific exam arrangements.   **To assist the Examinations Officer with other examination processes. This may include:**   * + - assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;     - assisting with the preparation of seating plans;     - delivering scripts to departmental and school offices;   **HEALTH AND SAFETY:**  Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.  Co-operate with the employer on all issues to do with Health, Safety and Welfare.  **CONTINUING PROFESSIONAL DEVELOPMENT:**  1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.  2. Undertake any necessary professional development identified taking full advantage of any relevant training and developments available.  3. Undergo appropriate training to support the delivery of ‘specified work’ in order to develop skills for  the post.  In addition to the specific responsibilities of this post, every member of staff at Thomas Clarkson Academy will commit to:  *Providing a courteous and efficient approach to students at all times*  *Using their influence with other staff and students to promote high standards of behaviour and order within the Academy*  *Working to maintain the Academy at the forefront of educational practice*  *Fostering and sustaining a culture of independence and creativity in all aspects of the Academy’s*  *Operation* |  |

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| Performance Management | | |
| All staff will participate in Thomas Clarkson Academy’s Performance Management review scheme as outlined in the  Academy’s pay and CPD policies. | | |
|  | Role Review |  |
| This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It  may be altered at any time in consultation with the post holder subject to the Principal’s approval. | | |

***Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.***