**JOB DESCRIPTION**

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| **Job Title:** | Examination Invigilator | **Department:** | Exams Office |
| **Hours of Work:** | As requested by the Examinations Officer. Usual start times for public exams are 9:00am for morning session and / or 1:30pm for afternoon session. School exam times will vary. |
| **Responsible To:** | Examinations Officer | **Responsible For:** |  |

**Summary of Role:**Exams are among the most important and stressful events in the life any student which is why it is so important they are conducted in the correct way. Invigilators are crucial to this process.

Examination Invigilators assist in the smooth running of the examinations at the school. They will be accountable to the Examination Officer and, ultimately the Director of Studies. They will be expected to familiarise themselves with the current JCQ instructions for conducting examinations.

The Invigilator’s role is to help to make sure the right candidates are in the right places. They give out vital information such as start and finish times for exams and ensure candidates have all the materials and information they need for each exam.

They must ensure a calm environment for the exams and give candidates confidence in the process.

**Specific Responsibilities:**

1. Attend an initial training session and annual updates on the changes to the JCQ regulations
2. The individual will be self-employed and is responsible for submitting timesheets and invoices to the School in a timely and correct manner
3. Preparation of examination rooms and supervision of the candidates enter to the rooms.
4. Start of examination procedure
5. Handling any queries as instructed and responding to queries as per regulations
6. Supervising candidates in a quiet and unobtrusive manner and distributing any additional material as necessary
7. Supervising candidates who need to leave examination room
8. Supervising candidates between examinations where they have to be kept isolated from other candidates who have already sat the paper they are about to take
9. Finishing of examination procedure
10. Ensuring scripts are supervised until delivered to/collected by despatch staff
11. Ensuring efficient conclusion of exam session
12. Ensuring school policy is adhered to

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Reliable, punctual and highly flexible
* A good communicator
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| **Personal Behaviours** |  |
| * The ability to work as part of a team
* The ability to relate to students in order to ensure they are comfortable in a high-pressure environment
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| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community
* Committed to the Sacred Heart Values
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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