


Post:	Invigilator	 ELTHORNE PARK HIGH SCHOOL <small>ACHIEVING EXCELLENCE IN A LEARNING COMMUNITY</small>
Department:	Examinations	
Responsible to:	Examinations Officer	

Job Description

Main Purpose and Object

To provide support to the examination process, ensuring appropriate examination board standards are met and exams are properly conducted.


Responsibilities and Duties

To support the Examinations Officer with the day-to-day management of examinations. This will include;

- Assisting in setting up exam rooms; laying out stationery, equipment and examination papers in accordance with strict procedures
- Ensure the room has been set up with all necessary notices, clocks, start and finish times showing etc.
- Ensuring candidates do not communicate in examination rooms and that no unauthorised material or equipment is brought into the examination
- Informing candidates of regulations in relation to the examination and starting and finishing the exam in accordance with strict procedures
- Invigilating during examinations, dealing with queries raised by candidates and dealing with any irregularities in accordance with strict procedures
- Checking attendance during examinations, checking the seating plan and verifying candidates identity as appropriate
- Recording late arrivals and taking note of individuals' finishing times
- Supervising examinations clash candidates as instructed
- Ensuring all scripts have been collected in and question papers gathered in before dismissing candidates from exams and managing their exit in an orderly manner
- Arrange scripts in accordance with the Attendance Registers
- Be vigilant at all times and supervise candidates to prevent cheating and distractions
- Ensure papers and scripts are kept secure at all times until handed over to the Examinations Officer.
- To assist in the provision of Access Arrangements when necessary. This will involve reading and scribing for students on a one to one basis or shared by a small group.
- Adhering to the policies and procedures of Elthorne Park High School
- Any other exams-related work as directed by the Examinations Officer

All positions are subject to a satisfactory CRB check. Hours are variable but Invigilators must be available at 8.30 am for morning sessions and 1.00 pm for afternoon sessions

Person Specification

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CRITERIA	ESSENTIAL	DESIRABLE
Specific skills & knowledge	<ul style="list-style-type: none"> • Good standard of general education • Effective oral/written communication skills • Numerate 	<ul style="list-style-type: none"> • Understanding of examination processes • Able to supervise/work with students aged 14 – 18 • Basic computer skills
Experience	<ul style="list-style-type: none"> • Previous work in a professional environment 	<ul style="list-style-type: none"> • Previous experience in fields of education or administration • Previous experience of working in an invigilation role.
Personal attributes	<ul style="list-style-type: none"> • Vigilant with good concentration • Self confident and assertive • Accuracy and attention to detail • Flexible approach to work & working hours • Ability to relate to staff and students • Commitment to safeguard & promote the welfare of students • Methodical with good timekeeping and organisational skills • Reliable & punctual • Ability to work under pressure & to tight deadlines • Integrity & conscientious • Calm, courteous and diplomatic • Willingness to undertake appropriate training 	<ul style="list-style-type: none"> • Able to work as part of team and be prepared to work alone if required
Physical attributes	<ul style="list-style-type: none"> • Well presented • Good health record • Good attendance record • Pleasant manner 	