

Job Title: Exams Invigilator  
Responsible to: Exams Officer  
Grade:  
Hours of Work: Casual hours only  
Line Management of: Not Applicable

#### Purpose of post

To provide an efficient exams assistance provision to the school. This post requires efficiency, confidentiality and the ability to prioritise.

#### Principle Responsibilities:

- To be responsible for assisting the Exams officer in public exams including but not limited to the setup and supervision of exams spaces and students throughout examinations.
- To be responsible in assisting with the overall organisation of public examinations, including practicals. Assisting with setup for examination stationery.
- Undertake any other duties of a similar level and responsibility that may be required on request of the Exams Officer, including annual invigilator training
- To act as a good role model by promoting school values at all times
- Use feedback and personal reflection to improve own working practice
- Develop good working relationships with all colleagues
- Be aware of and comply with policies relating to safeguarding/child protection, health and safety, confidentiality, GDPR and data protection, undertaking training as required
- Ensure own conduct is in accordance with the school's policies and procedures at all times
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The postholder may be required to carry out appropriate duties within the context of the job, skills and grade.

The Headteacher/SLT may vary the duties from time to time without changing their general character or the level of responsibility entailed.

The school is committed to safeguarding and promoting the welfare of students, and requires all staff to share this commitment. Thus an enhanced, in date, DBS disclosure will be required for all staff and volunteers as appropriate to their post.