

Job Description – Senior Examination Invigilator

Job Title: Senior Examination Invigilator	Pay Grade: Bucks Pay Range 2
Section: Exam	360 Hours Annually, 39 Weeks Per Year
Designation of Post within School Structure	
<p>Executive Headteacher / Head of School</p> <p>Deputy Headteacher</p> <p>Examinations Officer</p> <p>Senior Examination Invigilator</p>	
<p>This job description identifies the responsibilities attached to this post. This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.</p>	
Main Duties and Responsibilities	
Post Purpose	
<p>Insignis Academy Trust (IAT) requires its Senior Examination Invigilator to support the Exams Officer and the team of invigilators in conducting internal and external examinations for students, ensuring that all regulatory requirements and school policy and procedures for the conduct of examinations are strictly adhered to and met at all times.</p> <p>The Senior Examination Invigilator will need to be present at exam periods and during the summer. The remaining hours will be negotiated with the Examinations Officer.</p>	
Role and Responsibilities	
<p>Under the Supervision of Exams Officer, the Senior Examinations Invigilator will:</p> <ul style="list-style-type: none"> • Assist with access to scripts paperwork • Helping to administer 11+ exams: producing labels, creating lists, arranging invigilators etc. • Filing of exam paperwork • Internal exams administration, photocopying and annotating seating plans, creating attendance lists, making Access Arrangement cards. • Helping to set up for internal and external exams <p>To support the Exams Officer in ensuring that the examination room meets Joint Council for Qualifications (JCQ) requirements by checking, prior to the arrival of the candidates, that:</p> <ul style="list-style-type: none"> • There are enough invigilators present. 	

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- Report on heating, lighting, ventilation and levels of extraneous noise are acceptable.
- No display materials that might be helpful to candidates are visible.
- The centre number and a reliable clock of readable size are visible to each candidate.
- The required JCQ posters are displayed outside the examination room.
- The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- To check each candidates' approved access arrangements, with the paperwork provided by the Examinations Officer, and to ensure that all relevant approved Access Arrangements are available for each candidate.
- Staff facilitating the arrangements follow JCQ regulations at all time.
- To liaise with the school Learning Support Department for advice regarding students' needs as appropriate ensuring no arrangements are given to any candidate that have not been previously approved.
- To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
- To ensure correct identification of all candidates.

The Senior Examination Invigilator will take all reasonable steps to ensure that:

- The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided. To ensure candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
- candidates have all the necessary material to enable them to complete the examination.
- To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- To issue the papers to candidates, following the instructions and seating plans provided.
- To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- To complete the attendance, register during the examination, in accordance with the instructions of the Awarding Body.
- To know the actions to be taken in the event of an emergency such as fire alarm.
- At the end of the examination, to collect all scripts and ensure that candidates have used their correct centre number, candidate number and legal name and that no scripts are missing.
- After collation, prepare scripts for despatch, ensure the scripts are never left unattended and are handed to the person responsible for despatching the scripts to Examiners.
- To collect all unused stationery in the examination room and return it to the Examinations Officer.
- To ensure that the room is left in a tidy condition.

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Pre-Exam results day & Results Day:

- To ensure they attend download day and assist with preparation for results day
- They help the Exams team to collate results and necessary paperwork, that will be handed out to students.
- To assist with the distribution of results.

Person Specification

Person Specification	Essential	Desirable	Evidence
Experience working as an invigilator in a school environment.		X	Application Interview
Flexible and adaptable	X		Reference Interview
Excellent written and oral communication skills	X		Application Interview
Ability to prioritise their workload to ensure the timely completion of work.	X		Reference Interview
Calm, patient and professional when dealing with students and colleagues.	X		Reference Application Interview
A team player	X		Reference Application Interview
A positive 'can do' attitude	X		Reference Application Interview