



CHIPPING NORTON  
SCHOOL

## JOB DESCRIPTION

### EXAMINATION INVIGILATOR

<b>Job Title:</b>	Invigilator
<b>Reporting To:</b>	Examinations Officer
<b>Line Management:</b>	n/a
<b>Salary</b>	£11.98 per hour
<b>Hours</b>	By arrangement (autumn, spring and summer examinations)

#### JOB PURPOSE:

The post holder will be a member of the associate staff whose work is coordinated by the Examinations Officer and who may delegate other general duties.

#### KEY RESPONSIBILITIES:

- 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
- 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
- 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
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Delivering scripts to the curriculum and examinations office

#### GENERAL DUTIES:

- Occasional photocopying
- Other administrative tasks as required

**NOTES:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

In addition, the post holder will be required to:

- Adhere to the School's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
  - Work in accordance with the Data Protection Act.
  - Provide a healthy and comfortable working environment, smoking is strictly prohibited.
  - This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
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- The performance of all the duties and responsibilities shown above will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed bi-annually and any changes will be subject to consultation

**SAFER RECRUITMENT STATEMENT:**

*The River Learning Trust and Chipping Norton School are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be subject to an enhanced DBS check. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. You should contact the school if you are unsure if this role includes regulated activity relevant to children.*

**Last Updated: February 2024**

<b>NAME PRINTED:</b>	
<b>SIGNED:</b>	
<b>DATED:</b>	