

Job Description

Job Title:	Exam Invigilator
Date last reviewed:	February 2023
Grade of post:	Grade 5, Scale Point 7
Location:	Cheney School
Line Manager:	Exams Officer
Disclosure Level:	Enhanced DBS
Hours of Work	By negotiation during November, January, February and May/June

Main duties

To conduct examinations in accordance with JCQ, awarding body and Cheney School instructions. Training will be provided.

Experience

Experience is not required as training will be provided. However the ideal candidate will

- be flexible
- have effective verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms

Before exams

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the exams officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
 - Exams-related administrative tasks

Safeguarding Statement to be included in all job descriptions

Cheney School and The River Learning Trust 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 required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.