



# ST PETER'S SCHOOL HUNTINGDON

## JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>POST TITLE:</b>	Examinations Invigilator
<b>HOURS WORKED:</b>	As and When required
<b>SALARY:</b>	£10.87 per hour
<b>RESPONSIBLE TO:</b>	Examinations and Analytics Manager
<b>PURPOSE OF JOB:</b>	<ul style="list-style-type: none"> <li>To foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.</li> <li>To oversee school examinations taking place ensuring the correct process is adhered to</li> </ul>

### Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

### MAIN RESPONSIBILITIES:

Pick up examination papers, stationery and any other materials from the Exams Office at least 30 minutes before the scheduled start time of the exam, if required

Put up regulation notices, quiet signs and seating plans inside and outside the exam venue

Set out candidate labels, stationery and examination papers in accordance with the seating plan

Help to get candidates into the exam venue and seated as smoothly and efficiently as possible, and in particular assist candidates where necessary by directing them to their seats, advising them about possessions permitted at the exam desk, and dealing with any problems they may have

Ensure that once candidates have entered the exam venue they adhere to strict examination conditions

Place any mobile phones handed in by candidates in named envelopes

Ensure that if candidates have bags or coats these are left in the designated location

If required, write out the centre number and the start and finish times of the exam on the white board or other display medium

During the examination, deal with any queries raised by candidates, and deal with any irregularities, including any infringement of the regulations, in accordance with strict procedures

Escort and supervise any candidate who needs to leave the exam venue temporarily during the exam

At the end of the exam, collect and collate scripts as instructed by the Chief Invigilator

Supervise candidates as they leave the exam venue, ensuring that they take all their belongings with them, that they do not remove equipment or stationery from the venue without authorization, and that they leave in a quiet and orderly manner

Help to deliver scripts, stationery and any other materials to the Exams Office if required

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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