# Hasmonean High School

**JOB DESCRIPTION**

***Job Title:*** Invigilator

***Responsible to:*** Examinations Officer

***Responsible for:*** Assisting the Examinations Officer in the conduct of external examinations and controlled assessments

***Liaising with:***

The invigilation team

Educational Support team

Examination Board inspectors

Examination candidates

***Working Time:*** As required, paid by the hour, but expected to be available for work during the main summer exam season

***Disclosure Level:*** Enhanced DBS

***Duties:*** As set out below

***Allowance Attached to the Post:***

***Postholder:*** Vacant

**Core Purpose of the Administrator**

## Main Duties:

To provide support for the Examinations Officer in the conduct of external examinations. To support the management and work of the Invigilation Team in the proper conduct of the examinations. To ensure students have the best possible conditions in which to meet the requirements of the examination boards during each examination series. At all times, to support the orderly, efficient and effective administration of examination materials. To support the security of the examination rooms and all examination papers, scripts and materials. To respond promptly to any issues arising during an examination and follow the school and examination board procedures in their management. To communicate and co-ordinate with the Examinations Officer. To liaison with stakeholders as required. To adhere to school policies and procedures.

**Specific Duties**

1. To prepare the examination room for the candidates
2. To ensure that the correct stationery and materials are available at the start of the examination and returned at the end of the examination
3. The orderly and appropriate supervision of candidates arriving for and leaving examinations
4. The accurate completion of examination registers, seating plans and other examination paperwork
5. To ensure that candidates who are absent from examinations are contacted promptly
6. To ensure that examinations are conducted according to school and examination board regulations
7. To remain vigilant throughout the examination
8. To comply with all regulations throughout the examination
9. To escort and supervise candidates as required before, during and between examinations
10. To ensure the security of the examination papers, materials and scripts and to facilitate the accurate and timely despatch of examination materials as required
11. To communicate instructions to candidates
12. To communicate and liaise with the invigilation team
13. To assist the Examinations Officer as required
14. To promote and safeguard the welfare of children and young people; those for whom there is responsibility or come into contact with

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**NOTES**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Executive Headteacher

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Date of Issue: March 2021**