

## JOB DESCRIPTION



<b>Job Title:</b> Invigilator [GEN16]	<b>Scale:</b> JM3, Level 10 £7.43 per hour
<b>School:</b> John Masefield High School	
<b>Responsible to:</b> Trevor Kerr, Examinations Officer <b>Responsible for:</b> No staff responsibility <b>Functional links with:</b> Staff and pupils in school.	
<b>Main Purpose of Job:</b> <ul style="list-style-type: none"><li>▪ To assist with the administration and smooth running of public and school examinations.</li></ul>	
<b>Main Duties and Responsibilities:</b> <p><i>Duties may include:</i></p> <ul style="list-style-type: none"><li>• Assist with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with procedures;</li><li>• Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;</li><li>• Advising candidates, at the start of the examination, of the allotted time, examination rules and any other relevant information;</li><li>• Ensuring that candidates do not talk or attempt to distract others once inside examination venues;</li><li>• Deal with queries raised by candidates during the examination and provide additional stationery if necessary;</li><li>• Supervise candidates throughout the examination and follow strict procedures in relation to candidates who behave inappropriately;</li><li>• Checking attendance during examinations, including recording details of late arrivals/early leavers and collecting scripts from early leavers;</li><li>• Collecting and collating scripts at the end of the examination in accordance with strict procedures;</li><li>• Assisting with the preparation of script envelopes;</li><li>• Ensure candidates leave examination venues in an orderly and quiet manner and that they do not remove equipment or stationery without authorisation;</li><li>• Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues in school as appropriate;</li><li>• Assist with the preparation of seating plans, if required;</li><li>• <i>This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder</i></li></ul>	