



Post Title:	Casual Examination Invigilator
Job Purpose:	<ul style="list-style-type: none"> • To support the Catholic ethos of the school, and to safeguard the well-being of pupils in school. • To support the Exams Officer in the provision of an efficient and effective internal and external examinations process for the School.
Reporting to:	Examinations Officer
Working time:	Part time, casual basis as required by the Exams Officer.
Grade:	GR1.3
Duties and Responsibilities:	<ul style="list-style-type: none"> • To assist the Exams Officer in the smooth and efficient invigilation of exams in accordance with regulations governing those exams • To assist in admitting the candidates to the exam room, and enabling them to find their seat quickly. • To assist in registering all candidates in the exam room. • To assist in the distribution of exam papers and any associated materials immediately before the exam starts and to collect them at the end, and to distribute additional paper/equipment as necessary. Return all collected exam papers and any associated materials to the Exams Officer. • To assist in efficient timekeeping of the exam. • To supervise candidates in a quiet and unobtrusive manner, being vigilant to the exclusion of any other task. • To respond to candidates queries in accordance with exam regulations. • To ensure that any minor behavioural issues are dealt with in line with school policy and under the guidance of the Exams Officer. • To summon assistance, in accordance with the school's procedures, in the event of an emergency, or a query from a pupil requiring the professional expertise of a teacher. • To escort and supervise pupils who may need to leave the room in an emergency. • To ensure self-reliability and punctuality during exam periods providing the Exams Officer with clear advance notification if unable to attend. • To report to the Exams Officer 30 minutes before the start of an exam, and be available for 20 minutes after the end of the exam, if required.

Other Specific Duties	<ul style="list-style-type: none"> ● Examination Invigilators should wear smart business dress (eg collar and tie for males). No jeans of any colour. ● No mobile phones are allowed in the exam room. ● No music listening devices are allowed in the exam room. ● Examination Invigilators should share the school’s commitment to safeguarding and promoting the welfare of children and young people, and a current DBS will be required before appointment. ● Exam Invigilators will be required to support and re-inforce school policies and procedures. ● Dependability, reliability and punctuality are essential. ● Attention to detail and the ability to communicate with other Examination Invigilators, pupils and the Exams Office is essential. ● Should be able to work alone, or as part of a team. ● A willingness to undertake appropriate training.
Supervising Officer’s Job Title:	Examinations Officer
Level of Supervision:	Plan own work to ensure the meeting of defined objectives.