



**ST MARY'S CE HIGH SCHOOL  
JOB DESCRIPTION**

- Post Title** : Senior Examination Invigilator
- Reports to** : Examinations Officer
- Pay rate** : Hourly rate based on H5 (SCP14)
- Hours** : Variable Hours Contract

**Personal and Professional Standards**

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

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Job Context

The Senior Invigilator's role is to ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, in accordance with the regulations set out by the Joint Council for Qualifications. The postholder will co-ordinate and be in charge of the conduct of the exam in the exam venue(s).

## Purpose of job

To support the Exams Officer with the day-to-day operation of examinations. To lead the delivery of the examinations in the exam venues and advise and support Exam Invigilators in carrying out their roles.

## Duties

1. To assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with set procedures;
2. To have a thorough knowledge of the examination procedures and guidance to be able closely follow and enforce exam procedures and regulations and provide expert advice to students and Exam Invigilators;
3. To be able to delegate tasks to other invigilators during the exam process
4. To be able to set up the electronic Screen in the exam hall and make any necessary announcements
5. To assist candidates prior to the start of examination by directing them to their seats and advising them about possessions permitted in examination venues
6. To ensure that candidates do not talk once inside examination venues;
7. To invigilate during examinations, deal with queries raised by candidates and deal with examination irregularities in accordance with procedures;
8. To record details of late arrivals and early leavers and collect scripts from early leavers;
9. To escort candidates from venues during the examination as required and supervise candidates whilst outside the examination venue;
10. To escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
11. To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensure that candidates leave venues in an orderly and quiet manner;
12. To assist the Examination Officer with other examination processes as and when required. These activities may include:
  - taking examination papers and stationery to and from examination venues;
  - sorting exam scripts into attendance register order;

- Ensure all the correct paper work is completed for each examination series
- sorting candidate cards into candidate number order;
- Ensure the correct papers have been laid out
- Writing up reports/providing statements and recording events relating to specific event eg exam irregularities, exam or student malpractice
- Ensuring the papers are packed and registered correctly before sending out by parcel force
- Ensure papers are secure at all times

### Flexibility

The post holder must be prepared to adopt a flexible approach and a willingness to carry out a variety of tasks.

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate level.

November 2024