



JOB DESCRIPTION

Job Title:	Exam Invigilator
Accountable To:	Principal & Governing Body
Responsible To:	Exams and SIMS Manager
Salary:	£12.50 p/h – Term time only

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

1. Exam Invigilation

DUTIES

1. Ensuring examination regulations are being followed and preventing possible malpractice.
2. Ensuring all candidates have an equal opportunity to demonstrate their abilities and succeed.
3. Liaising with the Examinations Manager and Lead Invigilator.
4. Taking accurate registers of candidates attendance, and reporting any missing candidates to the Examinations Manager.
5. Setting up examination rooms with stationery and seating labels.
6. Collecting exam scripts and returning them to the correct location.

Other Duties

1. Set a good example in terms of personal presentation, attendance and punctuality.
2. Good organisational skills.
3. Good attention to details.
4. Ability to work effectively as part of a team.

Health and Safety

1. Be aware of your responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Manage the students Health and Safety, taking appropriate action related to any problems or emergencies that occur.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
2. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.