

# Queen Elizabeth's Grammar School

## JOB DESCRIPTION



<b>Department: Exams</b>	<b>GRADE: G1</b>
<b>JOB TITLE: Examinations Invigilator</b>	
<b>REPORTS TO: Examinations Officer and Senior Invigilator.</b>	
<b>1</b>	<p><b>PURPOSE OF JOB:</b> To be present during examinations, ensuring that the necessary resources are available. Invigilate examinations in accordance with regulations set by the Examination Boards.</p>
<b>2</b>	<p><b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b></p> <ul style="list-style-type: none"> <li>i. To ensure the examination venue meets the necessary requirements.</li> <li>ii. To supervise candidates entering the examination room in silence.</li> <li>iii. Ensure correct identification of all students, dealing with any who are not shown on the register.</li> <li>iv. To open and distribute examination papers and other authorised materials to students.</li> <li>v. Read any notices as required by the examination process.</li> <li>vi. To supervise candidates during examinations in a quiet and unobtrusive manner.</li> <li>vii. To ensure the correct timings of all examinations, particularly when there are two or more examinations that are running at different times and when candidates are entitled to extra time. Notify students at the start and finish of an examination.</li> <li>viii. To respond to candidate queries in accordance with the exam regulations. Take appropriate action when the candidate raises a concern or problem regarding the paper that requires the professional judgement of a member of the teaching staff.</li> <li>ix. To supervise late candidates, ensuring they are fully briefed and seated and commence the examination with minimum fuss.</li> <li>x. Supervise students who may need to leave the room during the exam in accordance with the examination regulations.</li> <li>xi. To collect and collate examination papers at the end of each examination, ensuring there are no missing papers and that papers are never left unattended.</li> <li>xii. To dismiss candidates in silence.</li> <li>xiii. To assist with any other tasks relating to invigilation.</li> <li>xiv. To ensure the safe handover of the examination papers to the senior invigilator or Exams Officer.</li> </ul>
<b>3</b>	<p><b>MANAGEMENT OF PEOPLE – n/a.</b></p> <p><b>SUPERVISION OF PEOPLE</b> No direct supervision of staff, however the Invigilator will be responsible for the supervision of a group of students during the exams.</p>
<b>4</b>	<p><b>CREATIVITY AND INNOVATION</b> Work is straightforward and carried out under set procedures referring matters of concern to the Examinations Officer, leaving little or no opportunity for creativity, responding to queries from an already established range of alternatives.</p>
<b>5</b>	<p><b>CONTACTS AND RELATIONSHIPS</b> To work with the Examinations Officer, other invigilators and staff to ensure the smooth running of the examination process.</p> <p>Direct contact with students during exams. Contact with Exam Officer/Senior Invigilator prior to exam to check exam requirements and resources required.</p>

<b>6</b>	<b>DECISIONS</b>		
	a) <b>Discretion</b> – <i>The postholder has the following discretions:-</i> Work is carried out within clearly defined policies and procedures; advice on complex matters will be sought from line manager.		
	b) <b>Consequences</b> – <i>The consequences of the postholder's decisions can be anticipated to impact on the following:-</i> Impact would be on students sitting exams, issues are likely to be easily identified and remedied.		
<b>7</b>	<b>RESOURCES</b> <i>The postholder is personally accountable/responsible for the following:-</i> Responsible for collection and safe handover of examination papers.		
<b>8</b>	<b>WORK ENVIRONMENT</b>		
	a) <b>Work Demands</b> – <i>Impact of deadlines and changing and conflicting priorities.</i> Exam is set within clearly defined deadlines and rules; the post holder is unlikely to be dealing with conflicting priorities.		
	b) <b>Physical Demands</b> – <i>Continuing physical effort, bending, lifting, pushing etc</i> Periods of 2-3 hours sitting at a desk in an exam room or discretely moving around the Examinations room.		
	c) <b>Working Conditions</b> – <i>Exposure to disagreeable or unpleasant conditions.</i> Work is carried out in a well lit/ventilated environment.		
	d) <b>Work Context</b> – <i>Potential risk to safety &amp; well being, including abuse and aggression</i> Contact with students on matters that are routine and non-contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.		
<b>9</b>	<b>KNOWLEDGE AND SKILLS</b> <i>required to be fully competent in the post</i>  No formal qualification required. Experience of supervising a group or groups of students preferred but not essential. Ability to follow procedures. Excellent time management. Efficient and well organised.		
<b>10</b>	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with the school's Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the school's Health and Safety policies and procedures.			
<b>Safeguarding</b> - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			