



Job Description

The Hundred of Hoo Academy

Post:	Exam Invigilator
Reporting to:	Exams Officer

Key Responsibilities:

- Setting out examination desks with question papers and related stationery
- To ensure a calm environment to give the candidates the best possible exam experience.
- To maintain security and confidentiality at all times.
- Supervising the orderly entry and exit of candidates to the examination room
- Reporting any absentees to the Lead Invigilator/Exams Manager
- Invigilation of candidates during the examination
- To ensure all candidates are seated according to the seating plan provided.
- Escorting candidates to the toilet, school office or medical room
- Supervision of candidates during rest breaks or due to examination clashes
- To read/scribe for identified students needing extra support during exams
- Reporting any irregularities or misbehaviour to the Lead Invigilator/Exams Manager
- Collection of examination scripts and related stationery
- Completing the attendance register and checking all scripts have been collected
- To ensure that all school health and safety matters are adhered to
- Any other duties as required by the Exams Manager

This is not necessarily a comprehensive list and may vary according to the type of examination being conducted.

Essential Skills:

- Reliability, punctuality and a flexible approach to work
- Ability to relate to candidates yet maintain an air of authority
- Ability to be firm, fair and impartial at all times
- Ability to work as part of a team and alone if necessary
- Accuracy and attention to detail
- Ability to keep calm under pressure and when faced with unforeseen circumstances
- Common sense and initiative
- Ability to judge when a decision is not yours to make
- Ability to communicate with candidates and members of school staff clearly and accurately
- Ability to work to strict instructions
- Effective oral and written communication skills
- To promote the School's Equal Opportunities policy in carrying out all areas of the post
- The post-holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post

Students are under a lot of pressure during examination periods – achieving good results is important for their progression. Please be aware of how they may be feeling. A smile from you could make all the difference to a student's stress level.

This job description will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

