The Legacy Learning Trust

School Name: **Acklam Grange School**
Post Title: **Casual Exam Invigilator**
Responsible to: **Headteacher**
Assistant Headteacher
Data and Exams Officer

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To assist the Examinations Officer with the administration and supervision of examinations on the site ensuring all Examining Boards rules are adhered to.

Main Tasks and responsibilities of the post:

- Set up exam's rooms in accordance with the JC Q I.C.E. book.
- Starting and finishing each allocated examination in accordance with the Exam Board regulations and guidelines.
- Assisting with setting-up examination venues by layout stationery, equipment and examination papers in accordance with procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that candidates do not talk once inside examination venues.
- Checking attendance during examinations.
- Recording details of late arrivals
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Supervising candidates leaving venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedure. Complete an Invigilators Sheet for each exam if required.
- Ensure that the examination room is clear and tidied for the next session and that the equipment is returned. To check examination desks for any graffiti and liaise with the Exam Office to get it removed.
- Ensure collection of all scripts, collate into candidate number order ready for the Examinations to dispatch.
- To maintain the security of examination scripts, between and following the examination.
- Attending meetings and updates approximately every 3 months.
- Attend yearly update training sessions with Examinations Officer when requested.
- To attend training courses relevant to the post, ensuring continuing personal and professional development.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The post holder has common duties and responsibilities in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

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. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.