

## Job Description

### Details of Post

- Title: Exam Invigilator
- Reporting to: Examination officer
- Main Workplace: Belvidere School
- Post Number:
- Hourly Rate: Grade 1 SCP 2 £12.65

*The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration*

### Purpose of Post

In this role you will assist in the supervision and invigilation of internal and external examinations at various times of the year in accordance with examination board requirements and under the directions of the Examination Officer.

### Principal Duties and Responsibilities

#### Main Responsibilities

The post holder is responsible for assisting with:

- The maintenance of the appropriate regulations as prescribed by the examination board.
- The supervision of the orderly entry of candidates to the examination room.
- The distribution of relevant materials.
- The supervision of the candidates under examination conditions during the examination.
- The collection of scripts and other materials at the end of the examination.
- The supervision of the orderly dismissal of the candidates from the examination room.
- The collection and return of scripts to the examination office as appropriate.

#### Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Demonstrate day to day commitment to the Trust's core values and mission statement.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Promote, act as a role model and implement the Trust's policies, practices and procedures including those relating to equality and diversity.
- Take reasonable care of the health and safety of self, other persons, and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety

at Work Act.

- Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Trust

### **1. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

### **2. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

### **3. Other Duties**

- Any other duties that the Trust Executive Team and Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified. The job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other tasks, as appropriate, that the Examination Officer requires. This post is adynamic one and, as such, will require the person appointed to have a flexible and innovative approach to the tasks.