FURNESS
ACADEMY

JOB DESCRIPTION / PERSON SPECIFICATION

Position	**Invigilator**
Responsible to	**Data and Examinations Manager**
Salary	**£13.28 per hour**

Job Description

Core Purpose	To ensure the fair and proper conduct of examinations in an environment that enables a student to perform to the best of their ability.

Key Areas of Responsibilities and Accountability include:

Responsibilities:

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Closely follow and enforce exam procedures and regulations set by Joint Council for Qualifications (JCQ).
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
- Ensure candidates do not talk once inside the examination venues.
- Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.
- Checking attendance during examinations.
- Record details of late arrivals and early leavers and collect scripts from early leavers.
- Ensure that candidates are aware of the start and finishing times of examinations
- Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
- Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Report any breach of examination rules to the Senior Invigilator/other responsible person immediately.
- Assist candidates as appropriate with additional supplies of paper and stationery.
- Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.
- Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues if required.

Other:

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos/work/aims of the Academy.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Attend annual training, update / review sessions or other learning activities and performance development as required.
7. Other duties in support of the examinations process as directed by the Data and Examinations Officer

Due to the nature and requirements of this role it is essential that the post holder is able to be flexible and work hours on an ad-hoc basis in order to meet the needs of the Academy.

The list of duties is not exhaustive but representative of the type of duties expected of the post holder. This Job Profile is subject to review and amendment as necessary to meet the needs of our service and the Academy.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/training/ competences		
Relevant experience		Previous experience within a school environment.
Skills	Able to give clear and concise instructions and guidance. Able to use initiative and good judgement. Good literacy and numeracy skills. Ability to follow guidelines and procedures, and able to manage a complex process. Ability to work effectively as part of a team.	Able to use information technology skills for word-processing, databases and spreadsheets.