

**Lytchett Minster School**  
**Job Details and Person Specification**

**Post: Examinations Invigilator**  
**Job ref: XS9.8 Dorset Grade 3**  
**Reports to: Exams Manager**



### **Main job purpose**

The main purpose of this role is to supervise students taking examinations and to ensure that guidelines and procedures are followed during examination sessions. Invigilators may also have the opportunity to act as Readers/Scribes and invigilate students using screen reading software and word processors. Lytchett Minster School is spread over a large campus; Examinations Invigilators will be expected to work in all areas of the varied school site and will need to move quickly between buildings and rooms which may be on different floors.

Examinations Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Examinations Invigilators will also act in accordance with school or examination centre policy for the conduct of internal and external examinations.

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Examinations invigilators will work as part of a wider team supporting the Exam function within the school. Invigilators will be directly responsible to the Examinations Manager. Hours and session dates will be agreed in advance and there will be opportunity to work regularly during the school's usual examination periods.

### **Main duties**

#### **Before exams**

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries
- To start exams

#### **During exams**

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

#### **After exams**

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

#### **Other**

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks

### **Person Specification**

- 5 GCSEs (or equivalent) including English and Maths at grade C or above
- Recent successful supervisory experience
- Comfortable in working from several bases within the school site with frequent movement in between
- Flexibility
- Initiative
- Excellent and proven organisational skills
- Excellent communication skills working with young people and colleagues at all levels
- Previous experience working in a school environment would be desirable
- Familiar with Microsoft Office
- Knowledge of a range of school policies which may impinge on the conduct of public examinations, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)
- Be familiar with the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications
- Be familiar with the school's policy for the conduct of examinations and guidelines to invigilators
- Have the necessary skills to manage safely, the activities, the physical space and the resources for which they are responsible
- Understand and be able to use a range of strategies to deal with young people under pressure and also individual behavioural needs

### **Conditions of Service**

<b>Salary Grade:</b>	Dorset Grade 3 SCP 3
<b>Hourly rate:</b>	£12.85
<b>Hours:</b>	Variable dependent on the exam timetable. Hours and session dates agreed in advance
<b>Contract type:</b>	Casual
<b>Weeks per year:</b>	Term time only
<b>Annual Leave:</b>	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time