



JOB DESCRIPTION: INVIGILATOR

Main Purpose of the Role:

- i) To follow the requirements of the JCQ, awarding bodies, and the Academy, in invigilating public and school examinations;
- ii) To be familiar with, and implement the requirements of, the JCQ documents “Instructions for the Conduct of Examinations” and “Access Arrangements and Reasonable Adjustments.”

Main Responsibilities:

- Prepare venues before examinations, including setting up laptops.
- Check candidates’ identity against candidate desk labels.
- Set out examination papers and any necessary materials.
- Start an examination, if required.
- Record the names of absentees and fill in the attendance register.
- Complete seating plans.
- Monitor candidates continuously during the examination;
- End an examination, if required.
- Collect and collate scripts at the end of the examination, so that they are ready for dispatch.
- Complete any forms required to accompany the scripts of students with access arrangements.
- Report any possible breaches of examination rules to the Senior Invigilator or the Exams Officer as soon as possible.
- Engage in any training that is provided.

Essential Attributes and Skills:

- Good interpersonal and communication skills when dealing with young people in a potentially stressful situation.
- Consistent and confident implementation of examination procedures.
- Attention to detail.
- Teamwork.
- Basic IT skills (Word).
- Ability to be flexible and to respond to events.
- Ability and willingness to stand for long periods of time.

General Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the postholder's role.
- To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

This list of duties is not exhaustive and you may be required to carry out other reasonable tasks commensurate to your grade as directed by your line manager.