

**JD****EXAM INVIGILATOR**

Responsible for: Invigilation of examinations

Consulting with: Exams Officer

Reporting to: Exams Officer

**GENERAL DUTIES OF ALL SUPPORT STAFF**

- 1 To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.
- 2 To ensure prompt attendance for duty at the appointed time (see over). Colleagues are asked to avoid casual changes to the hours shown, unless these are negotiated with the line-manager and relayed to any other members of staff who may be affected by them. The working of additional hours may be a personal and voluntary matter, but when this is requested by the school, there will be an entitlement to additional pay. Term-time only staff are not required to attend for working school INSET day closures, unless by special arrangement.
- 3 To ensure any absence is reported by contacting the school on the day of absence:
  - (a) **Before 7.45am** on 01243 552055 using the answer phone, option 2.
  - (b) **After 7.45am** on 01243 558205.Give your name and brief details of your absence and its expected duration. On return from absence, please see the Business Manager in order to sign back on for duty.
- 4 To sign in/out as appropriate in cases of late arrival or leaving the premises during the normal hours of working.
- 5 To be aware of and support the school's policy on Health and Safety, particularly:
  - To be aware of likely hazards, emergency procedures, first-aid provision and procedures for accident reporting.
  - To wear/use any appropriate safety clothing and equipment.
  - To report all damage, hazards and defects to the Site & Premises Manager.
  - To conduct all activities in such a way that the health and safety of pupils and colleagues are safeguarded.
- 6 To participate in the system of performance management/professional development operated by the school.
- 7 To carry out any reasonable professional request made by the Headteacher, Leadership Team or other line-manager, provided that it is compatible with prevailing conditions of service and employment law.

**[SEE OVER FOR SPECIFIC DUTIES OF THE POST]**

**SPECIFIC DUTIES OF THE POST**

Current hours per week: Casual (as required)

- To be available as required to work during the months of January, May, June and late November/early December.
- To be at the appropriate venue at least 10 minutes before and after the official times of each examination.
- To assist the examinations officer or deputy in setting out the room with distribution of materials.
- To follow the protocols for conduct of invigilators as laid down by Awarding Bodies (Examination Boards).
- To ensure an appropriate level of conduct as students enter the exam room and during their time in the exam room.
- To be observant and vigilant during the examination to ensure that conditions for every candidate are the best available, that they are not disturbed or distracted and that requests for additional stationery or advice are dealt with promptly.
- To patrol the exam room unobtrusively and frequently.
- To supervise students in isolation if required.
- To follow the instructions of the examination officer at the end of the examination, which may include collection of materials or supervision.
- To report any instance of malpractice or improper materials to the examinations officer or deputy.
- To undertake any other reasonable activity that may be required to enable the smooth running of the examination system.