

HENDON SCHOOL



JOB DESCRIPTION

Post: Invigilator

Responsible to: Exams Officer

Hours per day - Ad hoc

Grade: £12/hour

CONTEXT AND PURPOSE OF JOB

To support the Exams Officer with the day-to-day operation of examination venues and other examination processes, with activities including:

Duties & Responsibilities:

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers
- Assisting candidates prior to the start of examinations
- Ensuring that candidates do not talk once inside examination venues
- Invigilating during examinations, dealing with queries raised by candidates and dealing with irregularities
- Checking attendance during examinations
- Recording details of late arrivals
- Escorting candidates from venues during the examinations and supervising candidates outside examination venues
- Collecting and collating scripts at the end of the examination
- Assisting with the preparation of script envelopes
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that they leave venues in an orderly and quiet manner
- Assisting with the packing of examination papers, stationery and equipment before examinations, and the delivery to and from venues as appropriate
- Assisting with the preparation of seating plans

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This is not an exhaustive list and the School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

Hendon School is committed to the protection of children and expects all staff and volunteers to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, Hendon School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

Name of role holder: _____

Date Provided: _____ Initialled by HR Partner/Line Manager: _____