

Job Description – Colchester Royal Grammar School

Job Title	Exams Invigilator
Grade	Scale 2
Reports to	Chief Invigilator
Liaison with	Teaching staff, support staff, students
Job Purpose	To implement examination procedures and ensure the proper conduct of examination candidates as part of the invigilation team under the direction of the Chief Invigilator.
Ethos	<ul style="list-style-type: none"> • To proactively support the school core values of compassion, respect, generosity and support • To ensure equality, diversity and inclusion informs personal behaviour, in line with school policy • To take a proactive approach to support the well-being of others, as well as looking after personal well-being • To support the collegiate approach to the workplace, supporting others across the school
Duties	<ul style="list-style-type: none"> • Adhere to JCQ exam board regulations. • Assist in the correct set up of exam rooms. • Hand out appropriate question papers to candidates. • The Chief Invigilator may require the invigilators to read out examination instructions. • Record examination start and finish times. • Instruct candidates to begin examinations. • Complete attendance register and seating plan as required. • Collect candidate cards according to instructions. • At the end of the examination, collect candidate and question papers in accordance with instructions. • Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing. • Ensure silence in the examination room and avoid disruption. • Ensure that all candidates comply with any instructions. • Walk around the examination room, ensuring no candidate has forbidden items and removing any found. • Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person. • When absolutely necessary, escort candidates to the toilet.
General	<ul style="list-style-type: none"> • Undertake training as necessary. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	<ul style="list-style-type: none"> • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Invigilator and/or Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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PERSON SPECIFICATION EXAMS INVIGILATOR BAND 1

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Basic level of education Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with students and colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of

		physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role