

BURY METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Post Title: EXAMINATION INVIGILATOR	
Department: CHILDREN'S SERVICES	Establishment/Post No: THE DERBY HIGH SCHOOL
Division/Section: EDUCATION	Post Grade: HOURLY RATE: £10.50
Location: SCHOOLS	Post Hours: Ad hoc hours as and when required in accordance with service requirements.
Special Conditions of Service: Exams will take place; 7/10/24 – 18/10/24 27/01/25 – 07/02/25 08/05/25 – 20/06/25	
Purpose and Objectives of Post: To supervise pupils undertaking school examinations in accordance with legal and school requirements.	
Accountable to:	Head Teacher
Immediately Responsible to: Deputy Head Teacher, Examinations Officer, Invigilation Supervisor	
Immediately Responsible for: -	
Relationships: (Internal and External) School Staff. Students.	

Control of Resources:

To be responsible for the effective use of furniture, equipment and materials used by staff in relation to the work of the post holder.

Duties/Responsibilities:

To arrive at least 30 minutes before the start of an examination and remain after the end of the examination until reconciliation of the papers has been completed.

To assist the Invigilation Supervisor and the Examinations Officer in the smooth and efficient administration of examinations.

To ensure that you are familiar with the "Guidance for Invigilators" instructions, as provided by the Examinations Officer and the Examination Boards.

To ensure appropriate preparation of the examination room, as required by the individual exam.

To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.

To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.

To assist in the efficient timekeeping of the examination.

To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.

To respond to candidates queries in accordance with the examination regulations.

To distribute additional paper and/or equipment, as necessary.

To ensure that any minor behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the supervising teacher/invigilator immediately.

To escort and supervise candidates who may need to leave the examination room in an emergency.

To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.

To sort sets of completed papers at the end of the examination, in preparation for posting.

To undertake any necessary professional development/training as identified by the School.

To maintain confidentiality in all matters relating to examinations at The Derby High School.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

METROPOLITAN BOROUGH OF BURY
EDUCATION & CULTURE DEPARTMENT



PERSON SPECIFICATION

Examination Invigilators

<u>ASSESSMENT METHOD</u>	<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Application form/interview	Accuracy and attention to detail	Y	
Application form/interview	A flexible approach to work	Y	
Application form/interview	Ability to relate to candidates yet maintain an air of authority	Y	
Application form/interview	Ability to communicate clearly and accurately	Y	
Application form/interview	Ability to work to pre-determined instructions	Y	
Application form/interview	Ability to work as part of a team or alone as necessary	Y	
Application form/interview	Reliability and punctuality	Y	
Application form/interview	Ability to keep calm under pressure or during unexpected circumstances	Y	
Application form/interview	Ability to judge when a decision is not theirs to make	Y	
Application form/interview	Effective oral and written communication skills	Y	
Application form/interview	Ability to be fair but firm at all times	Y	