



JOB DESCRIPTION – 2023

Job Title:	Exams Invigilator
Reports to:	Exams Manager
Department:	Examinations
Hours per week:	As required
Key Working Relationships	Exams Manager Lead Exams Invigilator Main Hall Co-ordinator Exams Administrator Exams Invigilators
Job Summary	To oversee and supervise examinations and candidates in accordance with the regulations laid down by the JCQ and with the guidelines given during the Centre training. To assist in maintaining the integrity and security of examination papers and procedures.
Duties and Responsibilities	<ul style="list-style-type: none">• To assist in the setting up of the exam room so that it complies with the formal requirements• To assist in correctly seating all candidates• To ensure that they are aware of any Access Arrangements and to whom they apply• To distribute examination papers and ensure every candidate has the correct paper• To start the examination with the appropriate words as set out in the 'Instructions for Conduct of Examinations' booklet• To record the start and end time of examinations, noting any extra time allowances and stating these times clearly to the candidates• To maintain vigilance throughout the examination, dealing with any issues which may arise in accordance with the instructions given, calling the Exams Manager if necessary• To accompany candidates appropriately during any temporary absence from the examination room• To ensure that the candidates obey the examination regulations and to keep records of any irregular incidents for the purposes of reporting to the Exams Manager• To assist the Exams Manager with other duties at such times as may be needed and mutually agreed
Other	The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.