



JOB DESCRIPTION

Post Title	Exam Invigilator (Casual)
Grade	1
Hours	TBA

Job Purpose

To assist with the invigilation of external and internal school exams.

Description of Duties and Responsibilities

Prepare exam halls and rooms, setting out candidate cards and distributing exam question papers.

Supervise candidates during exams, assisting with seating candidates and ensuring that exam regulations for the conduct of exams are adhered to.

Ensure that any instances of malpractice are brought to the attention of the Senior Invigilator, Exams Officer or a member of Leadership Group.

Collect exam questions and answer papers, sorting into required order (i.e. either by alphabetical or by candidate number order).

Undertake any other duties relevant to the grading of, and within the spirit of, the post.

Undertake training as required.

Special Requirements

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines (Data Protection Act 1998).

Post holder will be expected to comply with the School's Acceptable Use of ICT Policy