



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

Role Title	Exam Invigilator
Team/Department	Exams and Data
Reports to	Exams Officer
Hourly Salary	£11 per hour (including holiday pay)
Full time/Part time	Part time – zero hours during exam periods
Created/updated	June 2021

Main responsibility

To conduct examinations in accordance with JCQ Awarding Body and Nicholas Breakspear Catholic School guidelines.

Before exams

- To report to the Examinations Officer prior to each exam session for briefing
- To keep confidential exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms under formal exam conditions
- To identify, seat, and instruct candidates in the conduct of their exams
- To ensure candidates do not communicate once inside the exam room
- To distribute exam papers and materials to candidates
- Instruct candidates in the conduct of their exams
- To deal with candidate queries

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies and irregularities effectively
- Record/report and incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check that candidates' names on scripts match the details on the attendance register
- To securely return exam scripts and other materials to the exams officer

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Other Tasks

- Undertake online training & assessment, update and review sessions as required
- Undertake other exam related tasks as when requested by the Exams Officer e.g. supervising candidates who have an exam timetable clash

Personal and Professional conduct

- Have professional regard for the ethos, policies and practices of Nicholas Breakspear Catholic school
- Demonstrate positive attitudes, values and behaviours to develop effective relationships with the school community
- Have regard for the need to safeguard pupils' wellbeing by following statutory guidance along with school policies and practice
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Respect individual difference and cultural diversity

General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- Comply with the General Data Protection Regulations (GPR)
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

School Business Manager.....

Date.....

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PERSON SPECIFICATION

Experience

Experience is not required as training will be provided. However, the ideal candidate will:

- be flexible, reliable and available during the main exam periods
- have excellent verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms
- work well as part of a team
- be able to give instructions
- have good I.T. skills

Knowledge

Level 2 Safeguarding
Knowledge of safeguarding policies and procedures
Experience in dealing with sensitive and confidential issues
Health & Safety
Good IT Skills
Understanding of the School's ethos and values

Competencies

Excellent communication skills
Detail Handling
Monitoring
Analytical Thinking
Confidentiality

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