

**Steyping Grammar School
Job Description**

Name:

Title: Casual Examination Invigilator

Responsible to: Examinations Officers and Business Manager

Purpose and Scope of the Post

To assist the Examination team in the administration and invigilation of internal and public examinations.

All postholders share responsibility for safeguarding and promoting the welfare of children

Duties and responsibilities

- Act as an exam invigilator for all internal and public examinations.
- Prepare the exam room – put up notices and distribute seat numbers.
- Assist with bringing candidates into the exam room in silence.
- Assist with the distribution of exam papers.
- Patrol the exam room during the exam, being as unobtrusive as possible (quiet shoes etc).
- Observe the candidates to ensure they are not trying to communicate with other candidates or disrupt the exam in any other way.
- Distribute extra paper as required and deal with candidates' queries.
- Collect in the exam papers at the end of the exam, and ensure they are kept safe until handed over to one of the Examinations Officers.
- Assist with the dismissal of candidates in silence.
- Carry out any other task as required by the Examinations Officers.
- To be responsible for promoting and safeguarding the welfare of children and young person he/she is responsible for, or comes into contact with.
- To undertake any other duties that reasonably fall within the purview of the post, which may be allocated by the Examinations Officer after consultation with the post-holder.

NOTE This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Remuneration Package Salary Grade 2 point 10

ISSUED: February 2015

N Wergan (Headteacher)