



TANFIELD
SCHOOL

HARD WORK | TRUST | FAIRNESS

JOB DESCRIPTION

POST: EXAM INVIGILATOR

Reports to: Data, Exams & Cover Manager
Start date: May 2024
Grade: Grade 1, SCP 3
Contract type: Casual, hours as and when required

Main areas of responsibility:

- Responsible for the Supervision of students during examination periods including the reception and seating of students within the exam environment.
- Responsible for confidential documentation and information relating to students.
- Responsible for ensuring the security and integrity of examination papers / scripts, equipment and stationery.
- Assist with the preparation of the examination room; ensuring awarding body requirements are met.
- Ensure all scripts and examination stationery are collected and checked at the end of each examination.
- Return scripts and associated documentation and equipment to the Examinations Officer or other delegated officer.
- Promote a positive and calm working environment for all students and treat all students and colleagues with professional respect.
- Report any security concerns to the Examinations Officer
- Monitor candidates throughout the duration of the exam and maintain silence
- Responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including knowledge of evacuation routes from the building.
- To have a knowledge and understanding of our evacuation procedures should the fire alarm go off during an exam and to be able to confidently action these procedures if the situation arose.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- To work effectively together as a member of a team but also as an individual within that team.
- Ability to present oneself as a role model to students in speech, dress (Tanfield School dress code), behaviour and attitude.
- To maintain a high level of pastoral care to students within the examination area.
- The post holder may undertake any other duties that are commensurate with the post.

TANFIELD SCHOOL
HEADTEACHER Steven Clough BSc (Hons) NPQH

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**PERSON SPECIFICATION
POST: EXAM INVIGILATOR**

	ESSENTIAL (E) / DESIRABLE (D)	METHODS OF ASSESSMENT
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in an educational environment (D) • Experience of working with young people (D) 	Application Form
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Previous experience of examination invigilation (D) 	Application Form Informal Interview
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Be able to interpret regulations and work within a set of defined procedures (E) • Good organisational skills (E) • Be able to communicate effectively (E) • Have a sympathetic approach in dealing with student issues (E) 	Application Form Informal Interview
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Have a good educational background (D) • Have a flexible approach to work (E) 	Application Form Informal Interview