

TONBRIDGE GRAMMAR SCHOOL ROLE PROFILE

Job Title:	Examinations Invigilator
Job Holder:	TBC
Line Managed By:	Examinations Officer
Date:	September 2023
Hours of work	Service Agreement – Employment is on a casual basis to supervise students taking both mock and actual exams for IB and GCSE. These can take place throughout the year with the busiest times being November, January, May and June. Hours are variable depending on the exam timetable and your commitment.
Remuneration	£10.50 per hour plus holiday pay
Job Purpose To provide practical support and assistance to the Examinations Officer and Lead Invigilator to ensure the smooth day to day operation of examination venues and full compliance with all examination board procedures.	
Specific Duties <ul style="list-style-type: none"> • To assist the Lead Invigilator in setting up examination venues in advance of the commencement of the examinations in strict accordance with examination board procedures including laying out stationery, equipment and examination papers; • To assist the Lead Invigilator in managing entry into the examination venue of all candidates in strict accordance with school and examination board procedures including directing candidates to the correct seat and advising on permitted possessions for examination venues; • To actively invigilate so that candidates maintain strict silence at all times whilst in the examination venue; • To ensure the register of attendance for the examination is completed; • To record details of candidates who are late to the examination in strict accordance with examination board procedures; • To address any examination queries raised by the candidate during the course of the examination; • To actively invigilate the examination for the full duration of the examination in strict accordance with examination board procedures so that any examination irregularities are identified and addressed in consultation with the Lead Invigilator and Examinations Officer in strict accordance with examination board and school procedure as appropriate; • To collect and collate scripts at the end of the examination in accordance with examination board procedures; • To assist the Lead Invigilator in the preparation of script envelopes ready for postage; • To actively supervise the quiet and orderly exit of candidates from examination 	

venues; ensuring that students do not remove equipment or stationery without authorisation;

- To escort candidates between venues as instructed by Examinations Officer or their representative in strict accordance with examination board and school procedures;
- To supervise candidates between examinations as instructed by the Examinations Officer or their representative so that there is no breach in examinations security that arises as a result of such periods of supervision.

Additional Duties

- To assist the Examination Officer with the packing and unpacking of examination papers, stationery and equipment prior to the examinations and delivery of said papers and additional materials to and from examination venues as required;
- To assist the Examinations Officer and Lead Invigilator with the preparation of seating plans;
- To return completed scripts to the Examinations Officer in strict accordance with school and examination board procedure;
- To support the Examinations Officer in maintaining high standards of invigilation and examination board compliance by reporting to the Examinations Officer any matters which threaten the integrity of examination processes at the School.

Knowledge Skills & Experience:

Examination Invigilators should demonstrate knowledge and understanding of:

- Accuracy and attention to detail (e)
- Effective oral communication and the ability to address large groups with confidence (e)
- Effective written communication skills (e)
- Good standards of numeracy (e)
- Good organisational and time management skills (e)
- An understanding of public examination processes procedures (d)
- Evidence of ability to work effectively with young people (e)
- Understanding of the safeguarding responsibilities placed on adults working closely with young people in an educational environment (e)

Personal Qualities:

Self awareness

Emotional self awareness
Accurate self assessment

Self management

Personal integrity
Emotional self-control
Initiative
Optimism

Social Awareness

Empathy
Organisational awareness
Forward thinking
Service awareness

Relationship management

Confidentiality
Team work and collaboration

Additional Notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Invigilators are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all adults who work as part of Tonbridge Grammar School, Examinations Invigilators are expected to:

- Understand and support the school ethos;
- Actively promote school policies including all safeguarding procedures;
- Actively engage in the staff review and development process as required.

Professional Standards

It is important to recognise that all those who work at Tonbridge Grammar School maintain professional standards at all times and to recognise that they are role models for the students in many respects.

Such professional standards would include:

- Dress: professional attire required,
- Punctuality: this is expected in all aspects of work,
- Duty of Care: keeping our students safe and acting in the child's best interest at all times,
- A position of trust, being seen to be demonstrably fair, even-handed and consistent in dealing with students,
- Propriety and behaviour: all staff are expected to adopt high standards of personal conduct,
- Taking good care of the fabric of the school,
Being aware of and carrying out the Acceptable Use of ICT policy when using the School network.

Signed by post holder.....

Signed by Head Teacher.....