



| <b>Examination Invigilator<br/>JOB DESCRIPTION</b>  |  |
|---|--|
| <b>NAME</b>   |  |
| <b>ACCOUNTABLE TO</b>   | Examination Officer  |
| <b>SCALE</b>  | Bexley 5.1 – 5.4   |
| <b>DURATION</b>   | Casual   |
| <b>APPOINTMENT</b>  | ASAP   |
| <b>JOB PURPOSE</b>  | <ul style="list-style-type: none"> <li>■ Provide support to the examination process, supporting the lead invigilators with the day-to-day operation of examination venues.</li> </ul>  |
| <b>Key Area</b>   | <b>Responsibility</b>  |
| <p><b>Responsibilities</b><br/><i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i></p> | <ul style="list-style-type: none"> <li>■ Assist with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;</li> <li>■ Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;</li> <li>■ Offer advice and guidance to unregistered candidates without allocated seats;</li> <li>■ Ensure that candidates do not talk once inside examination venues;</li> <li>■ Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;</li> <li>■ Check attendance during examinations;</li> <li>■ Record details of late arrivals and early leavers and collect scripts from early leavers;</li> <li>■ Escort candidates from venues during the examinations as required, and supervise candidates whilst outside examination venues;</li> <li>■ Collect and collate scripts at the end of the examination in accordance with strict procedures;</li> <li>■ Assist with the preparation of script envelopes;</li> <li>■ Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensure that candidates leave venues in an orderly and quiet manner.</li> <li>■ Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;</li> <li>■ Assist with the preparation of seating plans;</li> <li>■ Deliver scripts to departmental and School offices;</li> </ul> |
| <b>Areas of Accountability</b>  | <ul style="list-style-type: none"> <li>■ Support of the Lead exam invigilators and Exams Officer to ensure the smooth running of the exam process.</li> </ul>  |
| <b>Professional development</b>   | <ul style="list-style-type: none"> <li>■ Keep up to date with requirements of examination procedures and the strict rules which must be adhered to.</li> </ul>   |
| <b>Discipline, health and safety</b>  | <ul style="list-style-type: none"> <li>■ Maintain good order and discipline and safeguard the health and safety among students both within the school premises and when they are engaged in authorised school activities elsewhere.</li> <li>■ To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas.</li> </ul>   |
| <b>General Responsibilities</b>   | <ul style="list-style-type: none"> <li>■ Promote the school's values and ethos in accordance with the School's Professional Code.</li> <li>■ Work actively to develop professional expertise by participating in ongoing professional development.</li> </ul>  |

|                                  |   |      |  |
|----------------------------------|---|------|--|
| <b>Review of job description</b> | <p>■ This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</p> |      |  |
| Signed member of staff           |   | Date |  |
| Signed appraiser                 |   | Date |  |
| Approved Head Teacher            |   | Date |  |

[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

Cleeve Park School, Bexley Lane  
Sidcup, Kent  
DA14 4JN

Tel: 020 8302 6418  
Fax: 020 8308 1571  
Email: [enquiries@cleevepark-tkat.org](mailto:enquiries@cleevepark-tkat.org)

Executive Headteacher: Mrs J Tyler-Maher BA (HON) NPQH  
Head of School: Mrs C Bonner BA (HON)  
Company Registration Number: 6455757

