



**Aylsham High School**  
**Part of Aylsham Learning Federation**

**Job Description and Person Specification**

|                       |  |
|-----------------------|--|
| <b>Job Title</b>      | Examination Invigilator                  |
| <b>GR Number</b>      | GR4016                                   |
| <b>Grade</b>          | B  |
| <b>Responsible to</b> | Examinations Manager, Deputy Headteacher |

**Role and Context**

|                              |  |
|------------------------------|--|
| <b>Job Purpose</b>           | To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best. |
| <b>Other Job Information</b> | Working within a team and liaising with Examinations Manager and other members of staff.                                 |

**Principal Accountabilities**

1. To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
2. To adhere to the school's policies and procedures.
3. To have an extensive knowledge of the examination room guidelines and procedures.
4. Ensuring the examination room is prepared and allowing candidates into the room.
5. Picking up examination material prior to the exam.
6. Maintaining the security of examination materials at all times.
7. To help distribute examination materials.
8. To help ensure the candidates are informed of examination regulations prior to the examination commencing.
9. Dealing with candidates who have arrived to take the exam, but who are not on the register list (this must be reported to the Examinations Manager immediately).
10. To ensure all candidates are correctly identified.
11. Ensuring that candidates have the correct papers.
12. Ensuring attendance registers are completed and given back to the Examinations Manager.
13. Ensuring that candidates who arrive late to an exam are dealt with quickly and according to regulations.
14. Distributing additional equipment as required.
15. Dealing with candidate queries during exams.
16. Supervising the exam according to the relevant time and meeting any additional conditions.
17. Escorting candidates on toilet breaks, ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
18. Ensuring exam conditions are maintained whilst dismissing candidates from their exam.
19. To report/communicate any problems/incidents/emergencies to the Examinations Manager.
20. Ensuring scripts are collected, collated as per instructions and delivered to the Examinations Manager (scripts must **NEVER** be left unattended).
21. To travel locally to supervise students who are completing their examinations at home.
22. Any other duties as can be reasonably expected and as seen fit by the Examinations Manager/senior staff.
23. To act as a reader/scribe for candidates entitled to one-to-one support during examinations.



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**Review**

This job description may be subject to modification or amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**Person Specification**

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

|                         | <b>Essential</b>  | <b>Desirable</b>          |
|-------------------------|---|---------------------------|
| <b>Qualifications</b>   | Very good numeracy/literacy skills  |                           |
| <b>Experience</b>       |   | Working with young people |
| <b>Skills/Knowledge</b> | Excellent communication skills, able to use own initiative and strong attention to detail |                           |



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### General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

### Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

**Self-help** - we help people to help themselves

**Self-responsibility** - we take responsibility for, and answer to our actions

**Democracy** - we give our members a say in the way we run our organisation

**Equality** - we are genuinely inclusive and pursue success for everyone

**Equity** - we carry out our work in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our members and other co-operatives

### Our Ethical Values are:

**Openness** - nobody's perfect, and we won't hide it when we're not

**Honesty** - we are honest about what we do and the way we do it

**Social responsibility** - we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others** - we are a nurturing community that takes care of each other and we regularly support charities and local community groups