

HAYDON SCHOOL
JOB DESCRIPTION – EXAMS INVIGILATOR

Post Title		Exams Invigilator
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:		Students Services Manager
Responsible for:		Exam Supervision
Liaising with:		Senior Exams Invigilator
Working time:		Ad-Hoc
Salary/Grade:		Hourly rate of £13.81 & Scale 2, Point 4
Disclosure level:		Enhanced
MAIN (CORE) DUTIES:		<ul style="list-style-type: none"> To work in accordance with the instructions for the Conduct of Examinations. To actively supervise candidates in the examination room at all times. To provide support and resources to students, as necessary. To assist in the preparation and clearing of the examination room. To assist in the reconciling, packing and posting of scripts. To report any incidences of irregular behaviour or conduct prejudicial to the completion of the examination. To supervise incommunicado candidates. Any other duties as reasonably required by the Examinations Officer. Fit and Healthy, able to stand for long periods of time and able to carry piles of scripts to and from exam rooms.
Operational/Strategic Planning		n/a
Curriculum Provision:		n/a
Curriculum Development		n/a
Staffing:		n/a
Staff Development		<ul style="list-style-type: none"> To participate in the training programme run by the school
Recruitment/Deployment of staff		

HAYDON SCHOOL
JOB DESCRIPTION – EXAMS INVIGILATOR

Quality Assurance:		n/a
Management Information:		n/a
Communications:		
Marketing and Liaison:		
Pastoral system:		n/a
School council:		
Additional Duties:		n/a
<p>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</p> <ul style="list-style-type: none"> • To promote actively the school's corporate policies • To continue personal development as agreed • To actively engage in the staff review and development process <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>		
<p>Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school</p>		
<p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>		

DATE: SEPTEMBER 2023