



ECCLESFIELD SCHOOL

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
POST TITLE	EXAM INVIGILATORS Secondary & Special
ROLE PROFILE	REG 1.5
GRADE	SCP 12
RESPONSIBLE TO	Examination Invigilator Co-ordinator/ Q & A Manager
RESPONSIBLE FOR	NOT Applicable
HOLIDAY AND SICKNESS COVER	Not Applicable
PURPOSE OF JOB	To assist the examinations officer in the smooth and efficient administration of examinations, specifically student invigilation and related tasks.
RELEVANT QUALIFICATIONS	

JOB DESCRIPTION FOR POST OF:- SUPERVISORY ASSISTANT

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES & RESPONSIBILITIES

Support For the Examination Process

1. To work with the Q & A Manager to ensure the successful operation of the examinations process in school.
2. To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Q & A Manager and/or relevant Examination Board.
3. To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
4. To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
5. To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
6. To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of conduct to the Examinations Officer immediately and make a record of the problem in the examinations incident book.
7. To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.

Support For Candidates

1. To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
2. To respond to candidates' queries in accordance with examination regulations.
3. To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
4. To escort and supervise candidates who may need to leave the examination room in an emergency.

Support For the School

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Appreciate and support the role of other professionals.
3. Attend and participate in relevant meetings as required.
4. Participate in training and other learning activities and performance development as required.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding of children, security, confidentiality and data protection.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All duties and responsibilities to be carried out in accordance with School's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.