



Danetre and Southbrook Learning Village Job Description

Post Title:	Exam Invigilator
	The current Northamptonshire Pay and Conditions Document apply to this post.
Grade:	Scale D Point 11
Purpose:	To work as part of a support team in supporting the Learning Village in attaining its aims and objectives by providing timely and effective assistance to all teaching staff, support staff and pupils. To work in partnership with colleagues to ensure that the network is running to its highest capabilities.
Reporting to:	Curriculum Support Manager
Working Time:	By agreement with Curriculum Support Manager

Main accountabilities:

The main accountabilities of the job are;

- 1 Hand out exam papers ensuring each student has the right paper.
- 2 Use seating plan to tell students where to sit.
- 3 Report any students who are missing to the office.
- 4 Observe and check that student behaviour conforms to the rules.
- 5 Co-ordinate with colleagues to collect completed answers and exam papers.
- 6 Count and collate papers and complete records.
- 7 Tidy the room and take papers to the office.

Knowledge, skills and experience:

No previous experience or knowledge is required except common sense and accuracy. It is likely to take 3 or 4 sessions before the job is learnt.

Planning, organising and controlling:

Work is allocated in accordance with the set exam timetable by the exam office. The work is clearly defined and must be carried out to pre-set standards. Exam board requirements can and do change and these need to be understood and allowed for.

Problem solving:

Clear written guidance is available and the exam office or a teacher is available to deal with unexpected issues.

Accountability:

Work is decided by the exam officer. In A level exams often only one invigilator is in attendance: this person is fully accountable for all events and for following procedure.

Other Specific Duties:

- To promote actively the Learning Village corporate policies.
- To comply with the academies Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by Pay and Conditions not mentioned in the above.

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

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Learning Village 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 description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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