

THE BEWDLEY SCHOOL

RELIEF INVIGILATOR

Responsible to: Exams Officer

JOB DESCRIPTION

Salary Scale: 1
Hours: As required

JOB PURPOSE

To ensure that exams are carried out according to the rules set out by the examination boards allowing each candidate to sit the exam in the same conditions as other candidates throughout the country.

DUTIES

- To help prepare the exam room according to the seating plan issued by the Exams Manager and to ensure that the room meets the requirements of the check list.
- To admit the candidates to the room in a quiet and orderly manner and check ID cards/names against the seating plan. Absentees to be reported to the Exams Office.
- To read out the information announcement to candidates prior to the start of the exam.
- To write start and finish times for the exam on the display boards.
- To ensure, that at the end of the examination, all answer booklets are completed correctly and that question numbers are entered in the appropriate box on the front of the answer booklets.
- Exam scripts to be collected in order by candidate number. A member of the exams team will be available to advise on collection procedures.
- To report any discrepancy/irregularity of process to the Exams Officer immediately

GENERAL DUTIES:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties as detailed in the School's Health and Safety Policy.
- The post holder will be expected to observe safe working practices in carrying out the required duties.

QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED:

- Good numeracy/literacy skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

NOTES:

- This post is subject to an enhanced DBS check.
- The School reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level