



## **YSGOL ABERCONWY JOB DESCRIPTION**

**POST:** Exams invigilator

**SALARY RANGE:** £14.18 per hour

**REPORTING TO:** Exams Officer

### **JOB PURPOSE**

- To ensure that all school exams are conducted and invigilated in line within internal and external requirements

### **DUTIES AND RESPONSIBILITIES – JOB SPECIFIC**

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as MP3 devices, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators do not help candidates in any way with the question paper
- To assist in other activities as may reasonably be requested by the centre from time to time

### **DUTIES AND RESPONSIBILITIES – WHOLE SCHOOL**

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority

will process and control such data principally for personnel, administrative and payroll purposes.

- As a term of your employment and in order to maintain effective school operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or the Head Teacher.

**REVIEW DATE/RIGHT TO VARY**

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the school.

**Signed by:** ..... **Date:** .....  
**Employee's Name and Signature**

**Approved by**  
**Head Teacher :** ..... **Date:** .....

## PERSON SPECIFICATION

Factor	Requirements	How Identified	Rank E – Essential D – Desirable
<b>Knowledge and skills</b>	Interpersonal skills in terms of interacting confidently and sensitively with young people at a stressful time, in line with the schools' ethos.	AF/I/R	E
	Relevant experience	AF/I/R	D
	Experience of communicating and developing a rapport with staff, at all levels.	I/R	E
	Excellent communication skills in written English with a high degree of accuracy.	AF/I	D
	Excellent communication skills in spoken English with a high degree of accuracy.	I	E
	Excellent communication skills in spoken Welsh with a high degree of accuracy.	I	D
	The ability to work independently and as part of a team.	AF/I/R	E
	A commitment to keep knowledge and skills current.	AF/I/R	E
	Good organisational ability necessary to ensure the exam is supervised efficiently.	AF/I	E
	Good time keeping and punctuality.	AF/I/R	E
<b>Contacts &amp; Relationships</b>	Ability to integrate into and work effectively within a team environment.	AF/I	E
	Ability to communicate with pupils, staff, parents and carers effectively.	AF/I	E
<b>Decisions</b>	Awareness of the possible impact and implications for the school of any decisions made.	AF/R	E
	Ability to make autonomous decisions in the execution of invigilation duties.	AF/R	E
<b>Resources</b>	Responsibility for examination equipment and resources.	AF/R	E
<b>Physical Demands</b>	Ability to walk around exam hall and to remain standing for periods of time.	AF/I	E