



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

Benton Park School Job Description

Pay scale:	B3
Hours:	Casual
Responsible to:	
Line Manage:	Examinations Officer
Review date	

Examination Invigilators are employed on a casual basis.

This key role within Benton Park School is to help oversee and supervise internal and external examinations as and when the school requires. You will ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. Invigilators enhance the calm orderly environment by being extremely reliable, highly flexible and relating positively to learners.

Key Responsibilities:

- Ensure the school complies with all necessary exam board regulations.
- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer papers
- To be aware of any needs that candidates may have during an examination
- To consult the Examinations Officer of any problems with candidates/staff
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Examinations Manager
- 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 mobile phones, ipods, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware 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 that candidates entitled to extra time receive their full time allocation if needed



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- To assist Examinations Manager in administrative duties such as checking of attendance registers, assisting with collation of exam scripts and postal dispatching to exam boards
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To be comfortable in a pressurised environment
- To assist in other activities as may reasonably be requested by the centre from time to time

HEALTH & SAFETY

- The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

Wider Responsibilities

- To be willing to work flexibly to meet the needs of the 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.
- 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.
- To support, uphold and contribute to the development of the school's Equality policies and practices in respect of both employment issues and the delivery of services to the community.
- To engage with networks both within and beyond the school that support continuous improvement.
- Promote the safeguarding and welfare of children and young people.



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General Accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school.
- Be aware of and comply with the code of conduct, regulations and policies of the school.
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.
- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- Support and promote the school's policies on diversity and equality of opportunity.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.

Variation in Role

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

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