



# SAINT JOHN WALL CATHOLIC SCHOOL

## *A Catholic School For All*



<b>Post Title:</b>	Casual Examination Assistant (Invigilator)
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To support the Catholic ethos of the school.</li><li>• To support the Exams Officer in the provision of an efficient and effective internal and external examinations process for the School.</li></ul>
<b>Reporting to:</b>	Examinations Officer
<b>Working time:</b>	Part time, casual basis as required by the Exams Officer. Term Time only plus two days in the holidays.
<b>Grade:</b>	GR2
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• To assist the Exams Officer in the smooth and efficient invigilation of exams in accordance with regulations governing those exams</li><li>• To assist in admitting the candidates to the exam room, and enabling them to find their seat quickly.</li><li>• To assist in registering all candidates in the exam room.</li><li>• To assist in the distribution of exam papers and any associated materials immediately before the exam starts and to collect them at the end, and to distribute additional paper/equipment as necessary. Return all collected exam papers and any associated materials to the Exams Officer.</li><li>• To assist in efficient timekeeping of the exam.</li><li>• To supervise candidates in a quiet and unobtrusive manner, being vigilant to the exclusion of any other task.</li><li>• To respond to candidates queries in accordance with exam regulations.</li><li>• To ensure that any minor behavioural issues are dealt with in line with school policy and under the guidance of the Exams Officer.</li><li>• To summon assistance, in accordance with the school's procedures, in the event of an emergency, or a query from a pupil requiring the professional expertise of a teacher.</li><li>• To escort and supervise pupils who may need to leave the room in an emergency.</li><li>• To ensure self-reliability and punctuality during exam periods providing the Exams Officer with clear advance notification if unable to attend.</li><li>• To report to the Exams Officer 30 minutes before the start of an exam, and be available for 20 minutes after the end</li></ul>

	of the exam, if required.
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>● Examination Assistants should wear smart business dress (eg collar and tie for males). No jeans of any colour.</li> <li>● No mobile phones are allowed in the exam room.</li> <li>● No music listening devices are allowed in the exam room.</li> <li>● Examination Assistants should share the school's commitment to safeguarding and promoting the welfare of children and young people, and a current DBS will be required before appointment.</li> <li>● Exam Assistants will be required to support and re-inforce school policies and procedures.</li> <li>● Dependability, reliability and punctuality are essential.</li> <li>● Attention to detail and the ability to communicate with other Examination Assistants, pupils and the Exams Office is essential.</li> <li>● Should be able to work alone, or as part of a team.</li> <li>● A willingness to undertake appropriate training.</li> </ul>
<b>Supervising Officer's Job Title:</b>	Examinations Officer
<b>Level of Supervision:</b>	Plan own work to ensure the meeting of defined objectives.