



# St Albans Girls' School

## Specialist Business and Enterprise Academy

### Exam Invigilator

£9.00 per hour

*The post holder is required to perform the duties below. S/he will be responsible to the Exams Officer and will demonstrate a genuine commitment to our equal opportunities policy and the well being of all students.*

*This job description will be reviewed annually and will form the basis of the Performance Management Review procedure. Any issues relating to the review of this job description should be brought to the notice of the Head Teacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.*

#### **Main areas of responsibility:**

Organisation of exam rooms and supervision of students

#### **Duties and tasks:**

Example of tasks to be undertaken (after training):

- Supervising students' entry to the exam room
- Setting out desk labels according to the seating plan
- Checking the attendance register
- Giving out and collecting exam papers
- Starting and finishing exams
- Helping to maintain discipline
- Dealing with queries/student illness
- Constant supervision
- Check exam desks are clean and graffiti free at the end of each exam

#### **ORGANISATION CHART**

Head Teacher      —————>      Examinations Officer      —————>      Invigilator

#### **KNOWLEDGE, EXPERIENCE AND TRAINING**

Ability to organise own workload and priorities.

Efficient, well organised, confident and willing to learn.

Complete confidentiality and discretion. Ability to communicate with students, parents and colleagues (included leadership team and governors) at all times.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**