**Job Description**

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| **Job Title** | **Examination Invigilator** | **School**  | **Dormston School** |
| **Name** |  |
| **Grade** | **Grade 1**  | **Salary** | **Hourly Rate:** **£11.50** |

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| **Reports To** | **Lead Examination Invigilator** |
| **Development Review** |  |
| **Responsible For** | **None** |

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| **Main Purpose of the Job:** |
| * To ensure that all examinations are carried out in accordance with the examination regulations. Guidance will be provided by Examination Invigilator, Exams/Data Administrator or Exams/Data Manager.
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| **Main Activities** |
| * Ensure you are aware of the examination regulations which will be required prior to and during the examination.
* Provide support to ensure there is an orderly start to the examination.
* Help with the collection and staff storage of student mobile devices prior to the examination and the safe return to students at the end of the examination
* Assist in checking the attendance registers and informing the relevant person of any absences.
* Distributing examination papers.
* Supervising students during the duration of the examination.
* Collect the examination papers at the conclusion of the examination.
* Help with the checking of papers after the examination.
* Collect any exam resources at the end of the examination.
* Support students who have access arrangements through scribing, reading as necessary under guidance of SEND HLTA.
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| **Support for the School** * Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training, other learning activities and performance development as required.
* Attend and participate in meetings as required.
* Any other duties commensurate with the duties/responsibilities/grade of the post
* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.
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| Special Conditions | Casual Contract.Hours: to be agreed with the Exams/Data Manager to support public and internal examinations during the academic year. Usually in November/December, February and May through June.**Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.** |
| Car Allowance | Not applicable for this post |
| Prepared By |  |
| Date |  |

**Signed: ………………………………….. (Post Holder) Date: ………………………………**