



Radnor House
— TWICKENHAM —
celebrating every individual

JOB DESCRIPTION

EXAMINATION INVIGILATOR

Hours of work flexible – during exam seasons as and when required
LINE MANAGER: EXAMINATIONS & DATA MANAGER

Job Purpose

Examination Invigilators are required to assist with the supervision of GCSE, AS, A level and Mock examinations at various times throughout the year, but particularly during Exam season in January, February, May and June. An average day consists of 2 sessions; AM and PM. Morning sessions begin at 8AM and afternoon sessions begin at 12.30PM Each session could last up to 3 hours.

To conduct exams in accordance with the Joint Council of Qualifications (JCQ) awarding body and Radnor House School procedures

Responsibilities and Tasks

Support for the Students and School

Before the start of an exam:

- Report to the exams manager prior to each exam session
- Keep exam papers and materials secure before, during and after exams;
- Ensure exam rooms are set out to standard;
- Admit candidates into exam rooms;
- Identify, seat and instruct candidates in the conduct of their exams;
- Distribute the correct exam papers and materials to candidates
- Deal appropriately with candidate queries

During Exams:

- Supervise candidates at all times and be vigilant throughout exams;
- Keep disruption to a minimum;
- Deal with emergencies or irregularities effectively and report back to the exams manager;
- Complete attendance registers;
- Deal appropriately with candidate queries;

After Exams:

- Collect exam scripts and ensure they are in candidate order;
- Dismiss candidates from the exam room in an orderly fashion;
- Securely return all exam scripts and exam materials to the exams manager;
- Ensure the examination rooms are tidy and ready for the next exam

Other/General

- To be flexible and work according to the needs of Radnor House School, undertaking any other duties, commensurate with the level of the post as required by the exams manager;
- To be aware of and comply with the policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the exams manager;

Other/General continued

- Contribute to the overall ethos/aims of the school;
- Recognise own strengths and areas of expertise and use these to advise and support others;
- Ensure all tasks are carried out with due regard to Health & Safety;
- Set an example of personal integrity and professionalism

Invigilators should be familiar with the document 'Rules and Regulations in Examinations' (which will be supplied). If students breach these regulations the exams manager should be notified immediately.

Inspections

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

The above statement of responsibilities is agreed to be an accurate job description.

Signed:

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Darryl Wideman

Head

Date:

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Invigilator

Date:

Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS, barring check and prohibition check is routinely carried out on anyone working with Radnor House. Our Safer Recruitment Policy can be downloaded from the 'Employment Opportunities' page of our website.