

JOB DESCRIPTION	
JOB TITLE:	Examination Invigilator
LOCATION:	Tarleton Academy
GRADE:	Casual basis – as and when required - £9.00 per hour
RESPONSIBLE TO:	Head of School / Data Manager & Examination Officer
JOB PURPOSE:	The main objectives to be achieved by the Postholder
To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.	
Tarleton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
MAIN ACTIVITIES	
<ul style="list-style-type: none"> • To assist in the setting up of examination rooms • To ensure all candidates receive appropriate examination question papers and answer paper • To be aware of any needs that candidates may have during an examination • To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry • 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 personal stereos, mobile phones, iPods, MP3 players etc, revision notes or other paperwork unless told otherwise • Ensure all candidates are aware of the pre-exam start information and 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 all candidates are seated before opening the question papers • To ensure that invigilators DO NOT help candidates in any way with the question paper • To sign the Academy's confidentiality declaration 	
<ul style="list-style-type: none"> • Awareness of the responsibility of personal health , safety and welfare and that of others who may be affected by your actions or inactions • Responsible for promoting and safeguarding the welfare of children and young persons that you are responsible for or come into contact with • Cooperate with the employer on all issues to do with health safety and welfare and fire procedures 	
<ul style="list-style-type: none"> • To support the promotion of positive relationships with parents and outside agencies 	
<ul style="list-style-type: none"> • To work within school policies and procedures • To contribute to the provision of an effective environment for learning and future developments • To attend skill training and participate in personal/performance development as required 	
<ul style="list-style-type: none"> • Any other duties as reasonably requested by the Headteacher • In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required and as reasonably defined by the Headteacher 	

Training will be provided where appropriate

Please save your completed application form as your name_position applied for (e.g. A Baker_Admin Officer)

Please submit your application by email to vacancies@endeavourlearning.org