

Job Description
Examination Invigilator
St Anthony's Girls' Catholic Academy

Responsible to: Teacher Examinations
Salary/Grade: Real Living Wage or scale point 3 whichever is higher

Key responsibilities:

- Invigilation of external examinations across the academy. There may be a requirement to work across a split site for Sixth form exams.

1.Strategic direction and development

The strategic direction and development of the Catholic Academy stems from the educational mission of the Church which is reflected in the school's aims and their realisation. The Exam Invigilator works with the Teacher Examinations to develop a vision and strategic view for the delivery of external examinations.

Main tasks

- Ensuring high quality external examination provision
- Ensuring effective communication regarding examinations

2.Efficient and effective deployment of resources

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's ethos.

The Examination Invigilator deploys resources efficiently and effectively to meet specific objectives in line with the academy ethos and development priorities.

Main Tasks

- To allocate, control and account for those financial and material resources of the academy that are delegated to the Exam Invigilator.

3. Accountability

In a Catholic school the Exam Invigilator fulfils his or her responsibilities in accordance with the Academy ethos. The Exam Invigilator accounts for the efficiency and effectiveness of his /her area to the Teacher Examinations.

Main tasks

To be accountable for

- Assisting Teacher Examinations and Lead Invigilator to prepare the examination venue, including the distribution and collection of exam papers and any necessary equipment.
- Working with teaching staff to maintain good order in and around the examination venue.
- Working with other staff to ensure an efficient start and finish to examinations.
- Implementing planning eg. seating plan.
- Ensuring the collection of scripts in the correct order.
- Working with staff to ensure the prompt dispatch of scripts.
- Working with staff to set up the examination room for the next session.

4. General

All staff are required to

- adhere to all academy policies
- deliver the professional standards relevant to their role
- comply with any reasonable request from a manager to undertake work of a similar level to that which is not specified in this job description
- be courteous to colleagues and provide a welcoming environment for visitors and callers
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The school will endeavour to

- make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.