

## The Folkestone School for Girls - Job Description

### Examination Invigilator

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

<b>Post Title:</b>	<b>Examination Invigilator</b>
<b>Post Holder:</b>	
<b>Purpose:</b>	To assist in the administration of public examinations ensuring examination board regulations are followed
<b>Reporting To:</b>	Examination Officer
<b>Liaising With:</b>	Examination Officer, Premises Team, students any other relevant staff
<b>Contract Type:</b>	Casual
<b>Disclosure Level:</b>	Enhanced
<b>FSG Scheme</b>	Casual
<b>Main/Core Duties</b>	
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>▪ To assist in the preparation of examination rooms for public examinations;</li> <li>▪ To carry out necessary administrative duties before and after each examination;</li> <li>▪ To pay attention to candidates at all times whilst they are in the examination room;</li> <li>▪ To ensure all examinations are conducted in line with examination board regulations and the school's own internal procedures;</li> <li>▪ To immediately report any discrepancies or concerns regarding the conduct of examinations to the Examinations Officer.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>▪ To undertake training as necessary.</li> <li>▪ To follow procedures with regard to evacuation and emergency procedures.</li> <li>▪ To take reasonable care of his/her own health and safety and that of others who may be affected.</li> <li>▪ To undertake any other duty as specified by the Examination Officer or SLT and not mentioned in the above.</li> <li>▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>▪ To adhere to the School's policies.</li> <li>▪ To promote actively the School's corporate policies.</li> <li>▪ To inform the Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.</li> <li>▪ To show a record of excellent attendance and punctuality.</li> </ul>

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder: .....

**Job Description Reviewed**

Signature of Post Holder: .....

Signature of Appraiser:.....

Date: .....

**Office Use:**

Signature of Personnel Manager: .....

Date: .....