

## **JOB PROFILE**

JOB TITLE	Invigilator
GRADE	1
POST ACCOUNTABLE TO	Exams & Data Administrator
POSTS ACCOUNTABLE FOR	None
OTHER MAJOR CONTACTS	School staff and Governors Students
GRIEVANCE OFFICER	Assistant Headteacher

## **DUTIES**

- 1 Under the direction of Examinations Staff, to take responsibility for the conduct of a particular examination session in the presence of candidates.
- 2 To ensure, at all times the safe custody of Question Papers and other Examination Materials.
- 3 To ensure that examination rooms are adequately prepared for examination purposes, and ready to admit candidates at a scheduled time.
- 4 To ensure that all rules and regulations relating to the conduct of examinations are strictly applied and followed.
- 5 To deal with any emergencies that may arise during the examination.
- 6 Any associated duties that may be assigned by the Examination Team.