

# Wiltshire Council

## School Support Staff

### Job Profile

<b>Reference :</b>	SCH293	Grade <b>D</b>
<b>Job Title :</b>	Senior Invigilator	
<b>Main Job Purpose :</b>	Provide administration support to the Examinations Officer and monitoring influence over the team of external invigilators	

<b>Main Duties</b>	
<b>1.</b>	Deploy and support a team of Exam Invigilators Aiding the calculation of invigilator requirements and organisation of their hours Allocate responsibilities to invigilators to ensure the smooth running of exam rooms
<b>2.</b>	Checking the arrival of exam papers and maintaining a list of what is held
<b>3.</b>	Supervise the setting up of exam rooms to Exam Board requirements.
<b>4.</b>	Making up of exam folders for each exam
<b>5.</b>	Responsibility for special invigilation requirements e.g. acting as scribe.
<b>6.</b>	To set out the individual candidate labels, according to the seating plan and hand out question papers, answer booklets and other essential equipment, to ensure a prompt start  To ensure that students enter the exam hall in an orderly fashion, in accordance with regulations and to minimise delays to the start of exams. Also to assist candidates in finding their correct seats and papers.
<b>7.</b>	If necessary, to issue the instructions to candidates at the beginning of the exam (e.g. regarding exam duration, any erratum notices, reminders of regulations etc) and start off the exam, ensuring that all candidates are aware of the rules and their tasks.

<b>Main Duties</b>	
<b>8.</b>	Once the exam has started, to patrol the room and ensure that no rules are broken (such as communication, illegal equipment etc) and that candidates have all they need. To hand out additional paper, stationery, treasury tags etc. To report any major problems to the Exams Officer or other designated person.
<b>9.</b>	To escort students from the exam room if necessary (due to illness, for supervised breaks or lunches, toilet breaks etc). thus ensuring that no rules are compromised, whilst looking after the welfare of candidates
<b>10.</b>	At the end of the exam, to ensure that students have completed the front of their booklets, collect papers and spare equipment and to make sure that exam regulations are still obeyed, dismiss students from the exam room in an orderly manner
<b>11.</b>	To organise completed exam papers into the correct order and fill out attendance registers required by the exam board.  To package up papers ready to be sent to the exam boards for marking and to assist the exams officer with any additional paperwork.

<b>Supervision and Management</b>
The jobholder does not line manage of staff but is responsible for support and deployment of a team of invigilators

<b>Creativity and Innovation (i.e. Problem Solving)</b>
This jobholder will need creative skills to deal with routine problems.

<b>Key Contacts And Relationships</b>
<p>The contacts in this job will be</p> <ul style="list-style-type: none"> <li>• The Examinations Officer for line management</li> <li>• Invigilators when organising exams and timetables</li> <li>• Staff and pupils during the exams.</li> </ul>

<b>Decision Making</b>
There are clearly defined rules and procedures but within these there are choices e.g. the job holder will need to make decisions when there are crises that disturb the organisation of exams.

## Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

## Working Environment

The job is dictated by deadlines - each exam must take place at a certain time, and papers must be sent off as soon as possible for marking.

The jobholder has regular contact with pupils.

## Knowledge and Skills

The jobholder must have a good standard of practical knowledge and skills in invigilating exams, including readily understanding specific exam instructions and the ability to impart information clearly to what may be a large number of students.

The ability to co-ordinate a team.