Wood Green Academy
AND SIXTH FORM CENTRE

Wood Green Road
WEDNESBURY
West Midlands
WS10 9QU

0121 556 4131
0121 506 4609
www.woodgreenacademy.co.uk
admin@woodgreenacademy.co.uk

Headteacher: Mr J.Topham B.Sc.(Hons), M.Sc., NPQH

POST - Ordinary Exams Invigilator

CONTRACT:	Part time, CASUAL post dictated by the external examinations' seasons ** (rota to be agreed with the Academy's Examinations Officer) **
SALARY SCALE:	Hourly rate based on Band C scale (£13.26 - £13.90)

Responsible to: Examinations Officer, Supervising and Senior Examinations Invigilators.

Responsible for: N/A

Job Summary:

- To ensure that the school's examinations are supervised in line with the requirements of the Joint Council Instructions for the Conduct of examinations.

Duties and responsibilities:

- To liaise with Senior Examination Invigilators as necessary.
- To assist with the collection of examination papers, materials, and resources.
- To assist with the preparation of examination rooms.
- To provided appropriate information to pupils where it is requested or to direct inquiries to the Senior Examinations Officer / Invigilator.
- To assist with the seating and registering of pupils.
- To help deal with any late arrivals or irregular conduct during examinations.
- To inform the Supervising or Senior Examinations Invigilator of any problems that arise during examinations, (Within the scope of the instructions), and to deal with them if it is deemed appropriate.
- To supervise candidates during the whole time the examination is taking place.
- To assist with the collection of examination papers, materials, and other resources.
- To liaise with pastoral and other staff as necessary.
- To be aware of the school's and Joint Council's emergency action and medical procedures.
- To inform the Senior Examinations Officer if any pupil needs to leave the examination room.
- To attend any training that is required to support the post holder in the execution of the duties set out in this job description.
- Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder's grade, abilities and aptitudes.

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Other:

- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Safeguarding and Health and Safety at Work.

Signed _____ (Teacher) Date _____

Signed _____ (Headteacher) Date _____