



| <b>A Career at St Edmund's College</b>  |  |
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| <b>Invigilators</b>   |  |
| <b>Job Description</b>  |  |
| Reporting to:   | Examinations Officer   |
| Summary of the role:  | To provide support to the Examination Officer with the examination process.  |
| Hours   | Various (see below) Term Time Only   |
| Main duties and responsibilities:   | <ul style="list-style-type: none"> <li>• Assisting with setting up examination rooms by laying out stationery, equipment and examination papers.</li> <li>• Assisting students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination rooms, reading warnings and any particular notices/instructions.</li> <li>• Ensuring the students do not talk or make contact once inside the examination room (including isolation students with timetable clashes etc.).</li> <li>• Actively invigilate during examinations, dealing with queries raised by the students, in accordance with JCQ Regulations and College policy.</li> <li>• Taking register to ensure all students are present, collecting and arranging scripts at the end of the exam.</li> <li>• Escorting students to other areas of College outside the examination rooms i.e. toilets or medical room.</li> <li>• Supervising students leaving the examination rooms, ensuring they leave in an orderly and quiet manner.</li> <li>• To provide assistance for students with special needs.</li> <li>• To provide the Examinations Officer with feedback on any issues arising during exams.</li> <li>• To attend training as necessary.</li> <li>• To assist the Examination Officer with administrative duties as and when required.</li> <li>• As for all members of staff at St Edmund's the post holder is responsible for safeguarding and promoting the welfare of all children in our care.</li> </ul> |
|   | St Edmund's College and Prep<br>Old Hall Green, Ware,<br>Hertfordshire,<br>SG11 1DS<br>Telephone: 01920 824335<br>Email: <a href="mailto:hr@stedmundscollege.org">hr@stedmundscollege.org</a>  |
| <p>The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p> |  |