


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Date drafted	April 2015	
Date reviewed	October 2023	
Hours		
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA. It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	<b>EXAMINATIONS INVIGILATOR</b>	
Location/work base	Alec Reed Academy	
Grade		
Reporting to:	The Bord of Trustees through the Principal	
Line Manager	Data Information Systems Manager through the Data Information Officer (Exams, Behaviour & Cover)	
Posts directly supervised:		
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>Examination Invigilators are responsible for maintaining the security of the examination question papers at all times and conducting examinations in accordance with examination board regulations.</p> <p>Examinations Invigilators help to make sure the right candidates are in the right place. They give out vital information such as start and finish time for exams and ensure that candidates have the materials and information they need. Working as a team, Examination Invigilators contribute to ensuring a calm environment for exams and giving candidates confidence.</p>		

## SPECIFIC DUTIES AND RESPONSIBILITIES

### **Key Areas of Responsibility:**

The Examination Invigilator is responsible for the following:

- Collection and return of material from the exams staff at appointed time
- Preparation of examination room
- Informing students of examination regulations prior to start of exam
- Supervising candidates during examsp
- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the board of trustees and its management to enable them to maintain a safe and healthy workplace.

This is not an exhaustive list, and the Examinations Invigilators will be expected to be proactive in the role in their support of the Examinations Registrar adapting to situations as they arise.

### **Terms & Conditions:**

Zero hours contract.