

# *Job Description* *Examination Invigilator*

**JOB TITLE:** Examination Invigilator

**SALARY:** NJC Pay Scale Grade B Point 6

**HOURS:** required for agreed hours during the main examination periods

**RESPONSIBLE TO:** The Examinations Officer

**JOB PURPOSE:** To invigilate students sitting examinations

**KEY ACCOUNTABILITIES:**

- Assisting with the setting up of the examination room
- Assisting with the entry and exit of students into and out of the examination room
- Being responsible for and supervising students sitting an examination, in accordance with the Joint Examinations Boards' regulations
- Liaising with the Examinations Officer and other staff regarding examinations
- Ensuring the health and safety of students in their care
- Following the academy behaviour policy
- Attending training sessions as required

*Please note that Montsaye is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

This job description is not exhaustive and the postholder may be required to undertake other duties as reasonably required by the Principal and/or Vice Principal with responsibility for Staff Cover