

Kineton High School & Sixth Form
Job Description: - Exam Invigilator

Responsibilities as Exam Invigilator	<ul style="list-style-type: none"> • To carry out any other duties which fall within the broad spirit, scope and purpose of this job description • To help supervise the running of School Examinations • To assist in implementing the required additional support for students including reading and scribing • Under the direction of the Examination Officer or Chief Invigilator, to take responsibility for the conduct of a particular examination session in the presence of candidates • To ensure, at all times, the safe custody of question papers and other examination materials • To ensure that examination rooms are adequately prepared for examination purposes, and ready to admit candidates at a scheduled time • To ensure that all rules and regulations relating to the conduct of examinations are strictly applied and followed • To deal with any emergencies that arise during the examination • Any associated duties that may be assigned by the Examinations Officer or Chief Invigilator
Responsibilities as a member of staff To:	<ul style="list-style-type: none"> • Actively contribute and fulfill, staff responsibility to safeguard and promoting the welfare of children and young people • Work effectively with all members of the school community to promote the KHS ethos, mission and values • To meet all deadlines to ensure the smooth effective running of the school • Adhere to all relevant school policies • Co-operate with the school's Health and Safety policies, procedures and risk assessments and take reasonable care, while at work, of your own and other people's health and safety • Act as a role model in terms of expected standards of dress, conduct, language and punctuality. • To work effectively as part of the KHS team
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements</p>	