

Lancashire County Council

Role Profile - Operational Context Form

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|---|----------|------------------------------|------------------|----------------------------|------------|
| Post title: Exam Invigilator | | | | | |
| Directorate: CYP | | | Location: | Schools | |
| Establishment or team: | | Alder Grange School | | Post number: | |
| Grade: | | Staff responsibility: | No | Essential Car user: | |
| Scope of Work – appropriate for this post: To ensure the fair and proper conduct of examinations/tests according to the school's/examination board's rules, in an environment that enables pupils to perform at their best. | | | | | |
| Accountabilities/Responsibilities – appropriate for this post: Key duties: <ol style="list-style-type: none"> 1. Undertake regular training meetings with the Examinations Officer to keep up to date with school and JCQ regulations. 2. Invigilate the examination, including referring examination irregularities to nominated person 3. Distribute the correct question papers and exam materials to candidates as indicated on the seating plan. 4. Communicate examination procedures to pupils and oversee behaviour 5. Respond to pupil requests during the examination 6. Ensure no unauthorised material is consulted 7. Escort candidates from the location during the examination, such as for toilet breaks 8. Undertake supervision of candidates with exam clashes under JCQ conditions. | | | | | |
| Additional supporting information – specific to this post. Indicative knowledge, skills and experience <ul style="list-style-type: none"> • Knowledge / skills equivalent to invigilate tests and examinations NOS/qualification unit. | | | | | |
| Prepared by: | EPR Team | | | Date: | 10/08/2011 |

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.