

**Position: - Examination Invigilator:**

<b>Job Title:</b>	<b>Examination Invigilator:</b>
<b>Hours:</b>	Part time and flexible
<b>Contract Type:</b>	Permanent and temporary
<b>Salary:</b>	Up to £15 per hour- depending on experience, qualifications, and locations.
<b>Responsible to:</b>	Headteacher/Director

**Job Description:**

To conduct examinations in accordance with the Awarding Bodies and school instructions.

**General Main Duties and Responsibilities:**

- To conduct examinations in accordance with the awarding bodies and School instructions.
- To play a key role in upholding the integrity of the external examination/assessment process before exams.
- To help set up exam rooms prior to exams.
- To report to the exams officer prior to each exam session.
- To keep exam papers and materials secure before, during and after exams.
- To ensure exam rooms remain to the JCQ standard.
- To admit candidates into exam rooms.
- To identify, seat and instruct candidates in the conduct of their exams.
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries, during times.
- To always supervise candidates and be vigilant throughout exams.
- To keep disruption to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any disruption or irregularities.
- To complete attendance registers.
- To deal with candidate queries.
- To monitor candidates to ensure examination regulations are maintained whilst minimising any disturbance to other candidates.

**After Examination:**

- To collect exam scripts
- To dismiss candidates from the exam room
- To check that the names on the scripts match exactly the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

**Other:**

- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the exams officer, for example
- Supervision of clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
- Exams related administrative tasks.

**Examination Invigilator- Person Specification**

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• GCSEs in English and Math grades A*/9 – C/4, O/A levels</li> <li>• Willingness to receive training.</li> <li>• Ability to deliver messages clearly and accurately</li> <li>• Ability to communicate effectively with pupils and colleagues</li> <li>• Organisation and time management skills</li> <li>• Safeguarding training and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Previous invigilator experience not required, as training will be provided.</li> </ul>
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Understanding of need for confidentiality and for keeping exam papers secure.</li> <li>• Ability to use initiative.</li> <li>• Ability to be calm whilst working under pressure.</li> <li>• Evidence of good health, attendance, and punctuality.</li> <li>• Flexible, prepared to assist colleagues to meet deadlines and changing priorities.</li> <li>• Good organisational skills</li> <li>• Ability to present information in a logical, clear and concise format</li> <li>• Excellent communication skills: fluent in written and spoken English</li> </ul>	

**Physical:**

- Must be able to perform all duties and

	tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Good interpersonal relationships, working co-operatively with others and making an effective contribution to high morale</li> <li>• Motivated when working autonomously within set boundaries</li> <li>• Willingness to be flexible</li> <li>• Remains calm, focused and professional under pressure</li> <li>• Ability to plan time and organise work effectively</li> <li>• Ability to work with as part of a team towards a common purpose</li> <li>• An excellent attendance and punctuality record</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and commitment to equal opportunities issues</li> <li>• Commitment to inclusion</li> <li>• Brings personal interests and enthusiasm to the school community</li> </ul>

**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct  
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