



Job Description

Our school is committed to safeguarding and promoting the welfare of children and young people

POST TITLE:	Exams Invigilator
SCALE:	4
RESPONSIBLE TO:	Examinations Manager
WEEKLY HOURS:	As required
WEEKS PER ANNUM:	As required
POST OBJECTIVE:	To assist the examinations department in the running of public and internal examinations

DUTIES AND RESPONSIBILITIES:

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- To prepare the examination room
- To admit candidates to the room provided in a quiet and orderly way
- To conduct the exam according to the Examination Boards' regulations
- To register the candidates present in the room
- To be constantly vigilant when the exam is running
- Support the exams office when required

METHODS OF WORKING

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The post holder will be expected to:

- Attend meetings/training sessions as required.
- Maintain confidentiality at all times and adhere to data protection procedures.
- To comply with the requirements of Health & Safety, other relevant legislation and school policies and procedures.
- To understand and comply with the school's safeguarding policy, equal opportunities and anti-discrimination policy.
- Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



The post holder will undertake any other duties within the overall function of the post as reasonably required by the Examinations Manager and commensurate with the grade of this post.

Person Specification

	Essential	Desirable
Sills and Abilities	<ul style="list-style-type: none">• Able to give clear and concise instructions and guidance• Able to use initiative and good judgement• Good literacy and numeracy skills• Ability to follow guidelines and procedures• Ability to work effectively as part of a team• Able to work with children from 11 - 18 years old	
Experience	<ul style="list-style-type: none">• Working to tight deadlines	<ul style="list-style-type: none">• Working in an educational environment• Invigilating process
Knowledge and understanding		<ul style="list-style-type: none">• Knowledge of examination procedures
Personal Qualities	<ul style="list-style-type: none">• Able to work well with others• Good interpersonal/communication skills• Ability to deal with last minute requests• A positive approach to problem solving• Able to maintain confidentiality at all times	
Qualifications and Training	<ul style="list-style-type: none">• Good standard of English and Mathematics	