

JOB DESCRIPTION

JOB TITLE: EXAM INVIGILATOR HOURS: CASUAL (TIMES AND DAYS TO BE NEGOTIATED IN INTERVIEW)

SALARY GRADE 5 £12.18 PER HOUR

WORKING YEAR: CASUAL – EXAM PERIOD ONLY

The Role:

- Collecting examination papers and stationery prior to the examination
- Displaying each exam's information e.g. starting and finishing times for the exams on the boards
- Ensure a calm environment and help to organise students at the start and end of each exam (Grade 5 if supporting role)
- •Whilst not disrupting the candidates it is important to be vigilant at all times, providing necessary materials at appropriate times and patrolling examination rooms
- To ensure correct exam procedure is being followed and refer suspected malpractice or any irregularity in the examination process to the Exams Officer
- At the end of an exam ensure that answer booklets have been completed correctly and collect exam scripts in candidate number order
- Collecting and counting scripts at the end of the examination

The Person:

- Ideally you will have experience in this role or within the education sector
- Must have a high standard of spoken English; all communication with candidates in the examination hall is verbal
- Must be able to get to the examination halls on time and be punctual and reliable
- Must be able to commit themselves to working throughout the examination period; specific times or days may be excluded due to other commitments but this must be made clear at the time of application and confirmed prior to the shift allocation process
- Be numerate and able to read numbers quickly and accurately
- Invigilators are expected to be vigilant at all times in the examination halls, and will therefore not be able to bring reading or other materials for use during the shift

Support for the School

- a) Be aware of and comply with policies and procedures relating to child protection, E – safety, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Be aware of and support difference and ensure that pupils have equal access
- c) Contribute to the overall ethos / work / aims of the school.
- d) Appreciate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities as required.

Undertake any other duties as directed that would reasonably be expected of the post holder.