

Job Description

Job Title:	Exam Invigilator
Reference:	
Reports to:	Examinations Officer
Responsible for:	No Line Management
Salary range:	NLW
Contract:	Timesheeted worker

Main purpose of the role:	Invigilating internal and external examinations, including invigilation of the students with access arrangements when required.
Main duties:	<ol style="list-style-type: none"> 1. Invigilators must uphold the integrity of the examination and assessment process. Under the instructions of the Examinations Officer, duties to include any or all of the following: 2. Assisting with any administration procedures before and after examinations; 3. Ensuring the examination room complies with JCQ (Joint Council for Qualifications) regulations; 4. Ensuring candidates enter and leave the examination area in accordance with JCQ regulations; 5. Observing candidates in the examinations room at all times; 6. Assisting with the checking of registers against scripts and ensuring candidates have the right paper; 7. Opening and distributing papers and any other materials to the candidates and distributing additional paper / equipment as required; 8. Ensuring the attendance register is completed; 9. Collecting scripts in attendance register order and checking that nothing has been left at the desk; 10. Ensuring the scripts are never left unattended and are safely delivered to the Examinations Officer; 11. Informing the Examinations Officer of any suspicions about the security of the examinations papers; 12. Record any incidents on the Exam Incident Log, and report any concerns to the Examinations Officer, 13. Ensuring School policies are adhered to. <p>The duties / responsibilities of this post may vary from time to time according to the changing needs of the School.</p>

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> English and Mathematics GCSE – grade 4 or equivalent 	<ul style="list-style-type: none"> Exam invigilator training/experience
Experience	<ul style="list-style-type: none"> Experience in a busy working environment, for example school or office 	<ul style="list-style-type: none"> Experience of invigilating in a school, college or adult education setting
Skills	<ul style="list-style-type: none"> Good command of the English Language. Good communication skills, able to communicate effectively and clearly with both pupils and staff. 	
Qualities	<ul style="list-style-type: none"> Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. 	