

Job description – Exam Invigilator (Casual) - £12.50 per hour)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To ensure the smooth running of examinations to give the students the best opportunity to be successful and to achieve their best. To ensure all examination procedures are adhered to at all times.
Line management responsibility for	N/A
Main duties and responsibilities:	• Assist with the preparation of the Exam hall and administration procedures before and after examinations. • Help to organize students at the start and end of each exam, checking registers against scripts and ensuring candidates have the right paper. • Ensure that the conduct of the exam takes place within the guidelines set down by JCQ. • Opening and distributing papers and any other materials to the candidates and distributing additional paper / equipment as required • Collecting scripts in attendance register order and checking that nothing has been left at the desk • Ensure that scripts are never left unattended and are safely delivered to the Examinations Officer • To ensure candidates receive support with regards to access arrangements, including reading and scribing for students. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.
Line management duties and responsibilities	• Not applicable to this role

Person specification			
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	Essential	Desirable	Method of assessment
Relevant Experience		Experience in exam invigilating	Application form
Qualifications (Education/Training)		GCSE Level or equivalent or relevant experience	Production of the Applicant's certificates Discussion at interview Application form
Job Related Knowledge & Skills	- Good communication skills and a good command of the English language - Awareness of safeguarding procedures - Communicate effectively with young people and colleagues. - Have a commitment to collaboration and co-operative working		Contents of the application form Interview Professional references
Personal Qualities	- Able to build effective and positive working relationships - Organised and methodical approach to work - Professional, discrete, diplomatic - Punctual and flexible - Committed to safeguarding and promoting the welfare of children and young people	Ability to act on own Initiative and to work without supervision	Contents of the application form Interview Professional references
Equal Opportunities	An understanding of and commitment to equality of opportunity.		Contents of the application form Interview Professional references
Additional Factors	Ability to form and maintain appropriate relationships and personal boundaries with children and young people		Contents of the application form Interview Professional references