



## **JOB DESCRIPTION EXAMINATIONS INVIGILATOR**

**Job Title:** Examinations Invigilator Rate: £10.50 per hour (+Holiday pay)  
**Hours:** Variable hours on a casual basis with the majority of work being offered in November, January, April, May and June of each year  
**Responsible to:** Exams Officer  
**Rate:** £10.50 per hour

### **Summary of Post**

Responsible for maintaining the security of the examination question papers at all times and conducting the examinations in accordance with examination board and Joint Council of Qualifications (JCQ) regulations.

### **Responsibilities of an Examinations Invigilator**

- To arrive at school well in advance of the examination start time as requested by the Exam Office. Start times are usually 8.15am for morning sessions and 1pm for afternoon sessions - please do not apply if these times are not suitable.
- To set up and prepare examination rooms.
- To ensure all candidates receive appropriate examination question papers and answer papers in accordance with the examination board requirements.
- To be aware of any needs that candidates may have during an examination.
- To ensure candidates follow the examination regulations as laid out in the JCQ guidelines.
- To check and record candidate attendance during examinations.
- To verify examination seating plans.
- To ensure no inappropriate items are brought into the examination room, eg mobile phones, revision notes or other paperwork unless told otherwise.
- To ensure there is no talking or disruption for the candidates once inside the examination room.
- To invigilate the examinations, deal with any query raised by candidates and deal with any examination irregularity in accordance with the JCQ examination guidelines.
- To record details of late arrivals or any other incident which may arise during an examination.
- To collect and collate answer papers in candidate number order at the end of the examination.
- To maintain the security and confidentiality of the examination.
- All exam invigilators will be required to undertake full training for this position and annual refresher training.

## **Person specification**

- Experience of undertaking tasks in a responsible and organised manner
- Basic administrative experience ▪ GCSE or equivalent in Maths and English or work-related evidence of competence in these subjects
- Good organisational skills
- Good numeracy and literacy skills
- Ability to work effectively and supportively as a member of the school team
- Ability to act on own initiative, dealing with any unexpected problems that may arise
- Ability to demonstrate a flexible approach and willingness to adapt to change
- Be reliable and punctual
- Have a polite, friendly and flexible approach to work
- Be able to follow instructions
- Be able to keep calm and maintain an air of authority
- Willingness to maintain confidentiality on all school issues
- Be available to work throughout the year, particularly November, January, April, May and June
- Previous experience of working in a school environment, invigilating/supervising examinations and working with young people would be advantageous

## **Additional information**

### **Equalities**

Be aware of and support difference and ensure that the student has equality of access to opportunities to learn and develop.

### **Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**