

Job Profile



Post	Examination Invigilator
Salary	See below
Reporting to	Exams Officer via Exams Assistant

Job Overview

To ensure that examinations are carried out in accordance with exam board regulations
To provide candidates with a positive and supported exam experience

Standard Invigilator £9.45

Usually in the main exam venue (under more senior invigilator) or as a runner

Small Room Invigilator £10.01

In charge of small room

Lead Invigilator £10.21 (By instruction from Exams Officer)

In charge of main exam venue and aid Exams Officer/Exams Assistant if required

Key Responsibilities

- Invigilate examinations as advised.
- Arrive 1 hour – Lead Invigilator, 45 minutes – Small Room Invigilator or 30 minutes – Standard Invigilator, before the scheduled start of the examination session to be invigilated.
- Assist in the setting up of examinations, issuing stationery, equipment and question papers.
- Assist in the collection and collation of examination scripts.
- Be familiar with the current examination regulations.

Other Duties

The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification		
	Essential	Desirable
Qualifications	None	
Knowledge and Experience	Experience of working with people	Experience of working with children / in a school Previous invigilation experience
Personal Qualities	Excellent inter-personal and communication skills Ability to work as part of a team Comfortable working under pressure Ability to deal promptly with any problems A calm and professional approach Methodical and organised working methods A positive attitude towards supporting pupils Smart, professional appearance Flexibility, reliability and an eye for detail	