

Bishop Ramsey CE School Exam Invigilators Job Description



Job Title	Exam Invigilator
Grade	Casual
Immediate Supervisor	Personnel Director and Examinations Officer
Contacts	Internal All teaching and support staff, students

Main Purpose of the Post

Assist with the supervision of public examinations.

KEY TASKS

To prepare examination rooms as instructed

To start examinations at the appointed time

To supervise students during the examination, ensuring adherence to Regulations issued by Examination Boards

To finish the exam at the appointed time

To collect up examination scripts and question papers

To transfer all examination material to the Exams Office

To pack exam papers in line with regulations issued by Examination Boards

PERSON SPECIFICATION					
CRITERIA	Essential / Desirable			Assessed by application / interview process	
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EXPERIENCE					
To have experience of working with accuracy and attention to detail	√			√	√
KNOWLEDGE AND SKILLS					
To be conscious of and desire to maintain a safe working environment	√			√	√
To be able to work as part of a team or alone as necessary	√				√
To demonstrate common sense and initiative	√				√
PERSONAL QUALITIES					
An ability to relate to candidates yet maintain an air of authority	√				√
An ability to communicate with candidates and members of staff clearly and accurately, using effective oral and written communication	√				√
Ability to work to predetermined instructions	√				√
To be reliable and punctual	√				√
The ability to keep calm under pressure or during unexpected circumstances	√				√
The ability to be firm but fair at all times	√				√
An ability to judge when a decision should be referred to a higher level	√				√
To have good interpersonal skills and the ability to work in a team	√				√
To have the ability to work in a school environment					√
To be flexible in your approach to your duties					√
SPECIAL REQUIREMENTS					
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	√			√	√

Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.