



The  
**Birkenhead Park**  
School

Park Road South, Birkenhead Wirral, CH43 4UY  
Tel: 0151 652 1574

## **Examination Invigilators (Casual)**

**Required as soon as possible**  
**£8.94 per hour (inc statutory holiday entitlement)**

We are looking to build a pool of Examination Invigilators who can support the supervision of exams on a casual basis. Most work will take place during the summer term (May – July), though additional support may also be required for internal examinations in the autumn term (November – December). Applicants must be available to work on a flexible basis during these periods.

You must be an enthusiastic and adaptable individual with excellent professional standards and good communication skills. A full job description is detailed below.

Previous experience of working in a school environment would be beneficial but is not essential as full training will be provided.

The closing date for receipt of a completed application form is **14 February 2018**.

Application packs are available from [www.birkenheadparkschool.com](http://www.birkenheadparkschool.com). Completed applications should be returned to the HR Department, at the above address or by email to:  
[recruitment@birkenheadparkschool.com](mailto:recruitment@birkenheadparkschool.com)

If you require any further assistance please do not hesitate to contact me on the number above.

The Birkenhead Park School is committed to safeguarding and promoting the welfare of children. Successful applicants will be subject to an enhanced DBS check. Applications will only be considered when submitted on a fully completed School application form. All applicants will be considered on the basis of suitability for the post regardless of age, sex, race or disability.



### Job Description

**Job Title:** Examination Invigilator

**Grade/Salary Scale:** £8.94 per hour (inc statutory holiday entitlement)

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**Reports to:** Examinations Officer

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#### **Job Purpose**

To oversee examinations in accordance with the procedures and regulations of examination papers under the direction/instruction of senior staff. Remain vigilant at all times during the examination period so that all students have a fair and equal chance of completing the test/examination within the designated time.

#### **Critical Responsibilities**

- To assist in the orderly admission of candidates to the Examination Hall and their dismissal at the end of an examination.
- To assist in the collection of scripts at the end of an examination and assist in checking against mark and attendance register.
- In the event of a fire alarm to assist in implementing the recognised emergency procedures.
- To carry out normal invigilation duties.
- To report any irregularities occurring during an examination to the Senior Examination Invigilator or Examinations Officer.

**Monitoring:** As specified by the Headteacher and in accordance with the school's Performance Management Policy for all staff.

**Meeting attendance:** As reasonably directed.

**Other:** Undertake such whole-school duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher.



**Person Specification**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"><li>• Completed secondary education</li><li>• Competent reader</li></ul>	<ul style="list-style-type: none"><li>• GCSE or further study</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of working with young people</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school</li><li>• Experience of working with students who have learning difficulties</li></ul>
Knowledge & Skills	<ul style="list-style-type: none"><li>• Good organisational skills</li><li>• Good communication and interpersonal skills</li><li>• Ability to work effectively as part of a team</li></ul>	
Special Requirements	<ul style="list-style-type: none"><li>• Commitment to the success and wellbeing of students</li><li>• Commitment to Equality of Opportunity</li><li>• Excellent record of attendance and punctuality</li><li>• Flexibility and adaptability</li></ul>	