

**Invigilator (Fixed Term)  
Job Description**

<b>Job Description</b>
<p>Job title: Invigilator (Fixed Term)  <b>Required from 16<sup>th</sup> May to 17<sup>th</sup> June 2022. Full training will be provided on 13<sup>th</sup> May 2022</b></p>
<p>Location: DLD College London</p>
<p>Reports to: Examinations Officer</p>
<b>Job Advert</b>
<p>The Principal is looking to invite two full-time and two part-time Examination Invigilators to join the team from 16<sup>th</sup> May to 17<sup>th</sup> June 2022.</p> <p>DLD College London is a multi-award winning independent, co-educational boarding and day school and is part of the prestigious Alpha Plus Group of Schools and Colleges. DLD is situated in the heart of London overlooking the Palace of Westminster and the River Thames and is one of the leading boarding schools in the city. With a strong focus on the wellbeing of staff and students, DLD is committed in providing an all-round, holistic education within its unique boarding setting.</p> <p><b>To apply please download the application form here and email to <a href="mailto:staff.recruitment@dld.org">staff.recruitment@dld.org</a></b>  <b>Closing date for applications:</b> Monday 25<sup>th</sup> April 2022 at 5pm</p> <p><i>DLD College is an equal opportunities employer and values diversity. DLD College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate checks including an enhanced Disclosure and Barring Service (DBS) check as well as providing proof of your right to work in the UK.</i></p>
<b>Person Specification</b>
<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Calm</li> <li>• Organised</li> <li>• Self-disciplined</li> <li>• Able to react quickly to changing situations</li> <li>• Willingness to follow instructions</li> <li>• Able to interact with students in a firm and friendly manner</li> </ul>
<b>Main duties include:</b>
<ul style="list-style-type: none"> <li>• Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures</li> <li>• Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues</li> <li>• Offering advice and guidance to unregistered candidates without allocated seats</li> <li>• Ensuring that candidates do not talk once inside the examination venue</li> <li>• Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures</li> <li>• Checking attendance during examinations .</li> </ul>
<b>Additional Information</b>
<p>Hours of work: Full-time 8am to 5pm; part-time 8.30am to 12.30pm/1pm to 5pm  Remuneration: £10 per hour.</p>