



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **Examination Invigilator**

**BOW SCHOOL**

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## PERSON SPECIFICATION

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working or studying in a higher education environment</li> </ul>	Desirable
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of examination processes</li> <li>• Effective oral/written communication skills</li> <li>• Good numeracy</li> </ul>	Desirable Essential Essential
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> <li>• Flexible approach to work</li> <li>• Ability to relate to academic staff and students</li> <li>• Can think and act rationally and maturely</li> <li>• Knows when to ask for support and advice from colleagues</li> <li>• Projects appropriate professional image</li> <li>• Energetic and enthusiastic</li> </ul>	Essential Essential Essential Essential Essential Essential Essential Essential

**THE POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

## JOB DESCRIPTION

<b>Post Title:</b>	Examination Invigilator
<b>Purpose:</b>	To provide support to the examination process
<b>Reporting to:</b>	Examination Officer
<b>Working Time:</b>	Casual, seasonal – as required
<b>Scale/Grade</b>	£14.80 per hour

### Main purpose and object of the role:

To support the Examinations team with the day to day operation of examination venues. This may be include (but is not limited to):

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Offering advice and guidance to unregistered candidates with allocated seats
- Ensuring that candidates do not talk once inside the examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations
- Recording details early leavers and collecting their scripts
- Escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue
- Collecting and collating scripts at the end of the examination in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venue in an orderly and quiet manner.

### Other duties

To assist the Examinations Team with other examination processes, such as (but not limited to):

- Packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Preparation of seating plans
- Delivering scripts to departmental and school offices

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.