



Job Description and Person Specification

Examination Invigilator



Examination Invigilator

Salary: £9.74 per hour

Purpose of the post: To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Reporting to: Exams Officer

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Invigilation

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that all candidates are seated before opening the question papers
- To ensure that invigilators DO NOT help candidates in any way with the question paper
- To sign the centre's confidentiality declaration
- To take responsibility for promoting and safeguarding the welfare of students in the Department and in school.
- To assist in other activities as may reasonably be requested by the centre from time to time

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the department and in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	<ul style="list-style-type: none"> • Effective oral communication skills in English • Effective writing skills in English • Punctuality • Reliability • Numeracy • Accuracy and attention to detail 		Application Form/ Interview
Education and training	<ul style="list-style-type: none"> • 5 GCSEs A*-C including English and Maths (or equivalent) 		Application Form
Special knowledge and skills	<ul style="list-style-type: none"> • Ability to work effectively as part of a team • Common sense and fast thinking • Ability to relate to academic staff and students • Ability to work under pressure, to tight deadlines • Flexible approach to work • Ability and willingness upon occasion to carry out some manual lifting of examination stationery • An appreciation of equal opportunities and issues 	<ul style="list-style-type: none"> • An understanding of examination processes • Experience of working/studying in education/schools 	Application Form/ Interview

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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