

The Bushey Academy Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post details: Exam Invigilator
Responsible to: Examinations Officer
Responsible for: n/a
Hours: As and when required
Pay: £8.25 per hour plus holiday entitlement

This is a seasonal post with exams taking place mainly during May and June. Preferably you will be available for morning sessions which can start at 8am and for afternoon sessions. Some sessions may continue beyond the end of the normal school day. Training will be provided.

JOB OVERVIEW

- To conduct examinations in accordance with JCQ regulations and Academy policy
- To play a key role in upholding the integrity of the examination process.

1. Key Responsibilities

- To ensure that examinations comply with JCQ regulations.
- To assist with the preparation of rooms prior to examinations and to help with the packing away at the end of sessions.
- To be vigilant at all times and report any malpractice to the Exams Officer.
- To help maintain a calm and quiet environment and deal with any disturbances which occur during the exam.
- To report any examination irregularities to the Examinations Officer.
- Carry out any other duties that can reasonably be requested by the Examinations Officer

Date: _____ **Next review date:** _____

Signed (post holder): _____

Signed (line manager): _____

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

PERSON SPECIFICATION

Exams Invigilator

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Post: Exam Invigilator

Attributes	Essential	Desirable
Positive, confident approach	✓	
Ability to calmly support others who are under pressure	✓	
Accuracy and attention to detail	✓	
Flexible approach to work (availability to work seasonal hours is essential for the nature of this job)	✓	
Ability to relate to academic staff and students	✓	
Ability to work under pressure and to tight deadlines	✓	
Ability to work well in a team	✓	
Excellent organisational skills	✓	
Excellent punctuality and professional conduct	✓	
List 99/DBS Checked		✓
Willingness to act as a reader or scribe where necessary		✓
Ability to stand for long periods during exams	✓	
For the setting up of exams be able to undertake some lifting/moving of equipment, and furniture and carry exam paperwork	✓	