

**Post:** Examination Invigilator

**Hours**  Casual

**Salary:** £10.08 per hour (including holiday pay)

We are looking to expand our Invigilation team at Coundon Court School.

Preferably with an educational background or an interest in education, the successful candidate will relate positively to all learners, be extremely reliable and flexible, with good verbal communication skills. Invigilators should also enjoy working as part of a team. This position will be reporting to the Exams Officer.

Our Invigilators are employed on a casual basis, with hours and days of work subject to the timings of each examination.

**Description of Duties and Responsibilities**:

* Preparing the room, laying out of candidate names cards to a seating plan prepared by the Exams Officer.
* Admitting candidates to the room in a quiet and orderly way.
* Conducting the exam according to the Examination Boards Regulations.
* Registering the candidates present in the room.
* Invigilators must be constantly vigilant when the exam is running.
* Responsible for the collation, checking and return to the Exams Officer of all completed exam papers.
* Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam.