



## Job Description

### Invigilator

Salary: £11.82 per hour

Hours of work: flexible ~ during exam seasons as and when required

#### Line Manager: Examinations Officer

#### Job Purpose

- 1.1 Examination Invigilators are required to assist with the supervision of GCSE, BTEC AS, A level and Mock examinations at various times throughout the year, but particularly during Exam season in May and June. An average day consists of 2 sessions; AM and PM. Morning sessions begin at 8.20AM and afternoon sessions begin at 12.50PM Each session could last up to 2-4 hours.
- 1.2 To conduct exams in accordance with the Joint Council of Qualifications (JCQ) awarding body and Park Academy West London procedures

#### Responsibilities and Tasks

##### 2 Support for the Students and Academy

###### Before the start of an exam :

- 2.1 Report to the exams officer prior to each exam session
- 2.2 Keep exam papers and materials secure before, during and after exams;
- 2.3 Ensure exam rooms are set out to standard;
- 2.4 Admit candidates into exam rooms;
- 2.5 Identify, seat and instruct candidates in the conduct of their exams;
- 2.6 Distribute the correct exam papers and materials to candidates;
- 2.7 Deal appropriately with candidate queries;

###### During exams:

- 2.8 Supervise candidates at all times and be vigilant throughout exams;
- 2.9 Keep disruption to a minimum;
- 2.10 Deal with emergencies or irregularities effectively and report back to the exams officer;
- 2.11 Record/report any disruption or irregularities to the exams officer;
- 2.12 Complete attendance registers;
- 2.13 Deal appropriately with candidate queries ;

###### After exams:

- 2.14 Collect exam scripts and ensure they are in candidate order;
- 2.15 Dismiss candidates from the exam room in an orderly fashion;
- 2.16 Securely return all exam scripts and exam materials to the exams officer;
- 2.17 Ensure the examination rooms are tidy and ready for the next exam.

**Other/General**

- 2.18 To be flexible and work according to the needs of Park Academy West London, undertaking any other duties, commensurate with the level of the post as required by your line manager;
- 2.19 To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person;
- 2.20 Contribute to the overall ethos/aims of the Academy;
- 2.21 Recognise own strengths and areas of expertise and use these to advise and support others;
- 2.22 Ensure all tasks are carried out with due regard to Health and Safety;
- 2.23 Support the Academy's mission statement, vision and strategic objectives;
- 2.24 Set an example of personal integrity and professionalism;



**Park Academy West London**  
an Aspirations Academy

## Person Specification

### Exam Invigilators

1. Qualifications & experience	Essential	Desirable
Good general level of education	✓	
Experience of working in a busy office/work environment	✓	
Experience of working within a similar role		✓
Experience of working in an education setting		✓

2. Skills and Knowledge	Essential	Desirable
Excellent organisational skills	✓	
Excellent interpersonal skills	✓	
Ability to communicate with candidates and members of staff clearly and accurately (orally and in writing)	✓	
Ability to work with accuracy when recording, sharing or reporting information	✓	
Ability to work to predetermined instructions	✓	
Ability to understand and respect the need for discretion, sensitivity and confidentiality	✓	
Ability to work under pressure and prioritise workload to ensure that deadlines are met	✓	
Ability to keep calm under pressure or unexpected circumstances	✓	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	✓	
Ability to judge when a decision is not yours to make	✓	
Ability to be proactive and use own initiative	✓	
Ability to work constructively as part of a team	✓	
Ability to show empathy, enthusiasm and commitment	✓	
Ability to be firm, but fair	✓	

3. Personal Qualities & Values	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children and young people	✓	
Reliability and flexibility	✓	
Willing to undertake training and develop skills	✓	
A commitment to equality of opportunities	✓	
A commitment to professional development	✓	