

# Job Description

**Job title: Exam Invigilator**

**Salary: £13.43 per hour**

**Start Date: ASAP**

**Contract Type: Casual**

**Contract Term: As required**

**This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.**

## Job purpose

Provide professional exam invigilation support and perform all necessary tasks as requested by the Exams Officer. Undertake a full range of duties to ensure the efficient and effective running of the Academy exams.

## Duties and Responsibilities

- a) Responsible for maintaining candidate attendance and absence records.
- b) Assist in the preparation and set up of exam rooms.
- c) Invigilate the examination, including dealing with examination irregularities.
- d) Assist in the preparation and set up of exam rooms.
- e) Understand and adheres to exam regulations.
- f) Adheres to the school's behaviour management and safeguarding policies and other relevant policies.
- g) May demonstrate own duties to new or less experienced staff.
- h) Communicate examination procedures to pupils and oversee behaviour.
- i) Respond to pupil requests during the examination.
- j) Escort candidates from the location during the examination.
- k) Interprets information and situations and solves straight forward problems and makes minor decisions.

# Person specification

## Knowledge, skills and experience

- a) Knowledge of a range of regulations for the conduct of examinations.
- b) Ability to count and undertake basic calculations.
- c) Good reading and writing skills.
- d) Experience of general clerical work

## Personal attributes

The successful candidate will have:

- a) Self-motivated with a positive outlook
- b) Ability to relate well to children and adults
- c) Willingness to work flexibly in order to meet tight deadlines and develop the service
- d) Commitment to team working
- e) Willingness to undertake further training as required
- f) Work normally carried out in an office environment and may carry minor loads.