**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title:**  **Examinations Invigilator** | **Salary: £9.00 Per hour** |
| **Accountable to:**  **The Examinations Officer** |  |

**Job Purpose and Responsibilities**

* To support the Examinations Officer to ensure that all examination policies and procedures are adhered to
* To ensure the security of the examination before, during and after the examination
* To follow all the statutory routines, procedures and checks to ensure the integrity of the examinations
* To support the setting up and packing away of the examination rooms
* To supervise students to ensure an appropriate examination room atmosphere for public examinations
* To ensure all candidates have an equal opportunity to demonstrate their abilities
* To prevent possible candidate malpractice
* To prevent possible administrative failures
* To safeguard the health, safety and welfare of students in the examination room including safe evacuation
* To undertake professional development to support with the provision of access arrangements as required
* To undertake professional development as required
* To be confidential at all times

*The above is not exhaustive and maybe amended as required by the Exams Officer.*