



## **JOB DESCRIPTION**

**Central to our administrative philosophy is teamwork and post-holders are expected to embrace this prerequisite and be prepared to act flexibly in response to the day-to-day needs of the school**

**JOB TITLE: Examinations Invigilator**

**HOURS: Casual**

**GRADE: GR2**

### **Job Purpose**

- To work from 8.30am each day, until the end of the daily examinations (possibly 5.00pm by rota)
- To ensure that all exam rules and regulations are followed at all times.
- To assist and support teachers and students in the public examinations
- To help individual students as required

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**An enhanced DBS check is required for all successful applicants.**

**OBSERVANCE OF THE ACADEMY'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Signed: \_\_\_\_\_ (Head of Academy)

Signed: \_\_\_\_\_ (Post-holder)

Date: \_\_\_\_\_