

Post	Examination Invigilator
Salary	See below
Reporting to	Exams Officer

Job Overview

- To ensure that examinations are carried out in accordance with exam board regulations.
- To provide candidates with a positive and supported exam experience.

Invigilator £12.85 – £13.26 per hour, (Scale point – 3 – 5) – depending on responsibility.

Key Responsibilities

- Invigilate examinations as advised.
- Arrive 1 hour – Lead Invigilator, 45 minutes – Small Room Invigilator or 30 minutes – Standard Invigilator, before the scheduled start of the examination session to be invigilated.
- Assist in the setting up of examinations, issuing stationery, equipment and question papers.
- Assist in the collection and collation of examination scripts.
- Be familiar with the current examination regulations.

Other Duties

The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

	Essential	Desirable
Qualifications	None	
Knowledge and Experience	-Experience of working with people	-Experience of working with children / in a school. -Previous invigilation experience.
Personal Qualities	-Excellent inter-personal and communication skills. -Ability to work as part of a team. -Comfortable working under pressure. -Ability to deal promptly with any problems. -A calm and professional approach. -Methodical and organised working methods. -A positive attitude towards supporting students. -Smart, professional appearance. -Flexibility, reliability and an eye for detail.	