



Job Description/Person Specification

Exam Invigilator

Hours: Variable hours during the exam season and mock exams throughout the year

Salary £11.60 per hour

About the role: To oversee exams and provide access arrangements (reading and scribing) for pupils requiring additional help.

Responsible to: Examinations Manager

Main Areas of Responsibility:

- To attend annual training sessions for exam invigilators, readers and scribes
- Support pupils on a 1:1 basis or as a group during the examination
- Follow instructions given by the examinations office
- Adhere to strict JCQ rules as to what can and cannot be read or scribed
- (Reader) Read aloud examinations instructions and questions, accurately and clearly
- (Scribe) Produce accurate and verbatim transcripts of answers dictated by the candidate in a handwritten format
- Cooperate with the school in complying with relevant health and safety legislation, policies and procedures
- Carry out the duties and responsibilities of the post in compliance with the school's equal opportunity policy
- Support the aims and ethos of the school
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of keeping children safe in Education - safeguarding children
- Carry out any other reasonable duties and responsibilities with the overall function.

Person Specification:

- Excellent organisational and communication skills
- Essential to understand the importance of integrity and confidentiality
- Ability to work as part of a team