



Brighter Futures Learning Partnership Trust

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Job Description

JOB TITLE: Exam Invigilator

SALARY: £12.85 per hour

RESPONSIBLE TO: The Exams Officer

Main Duties and responsibilities:

- Assist in supervising the entry of pupils into the examination room
- Hand out papers for the examination
- Complete appropriate paper administration for the examination
- Actively supervise the pupils during the examination
- Deal appropriately to issues arising during the examination
- Collect the papers at the conclusion of the examination
- Dismiss pupils from an examination in an orderly manner
- Ensure the examination papers are delivered to the examinations officer at the conclusion of the examination.
- Act as Reader/Scribe/Prompter for individual candidates with Access Arrangement Approval as required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust





Person Specification

Qualifications	Essential	Desirable
Education: ➤ Basic literacy and numeracy	✓	
Experience: ➤ Experience of working as part of a team	✓	
Knowledge and skills	Essential	Desirable
➤ Ability to communicate to groups of individuals ➤ Issues relating to the safeguarding and welfare of children. ➤ Effective oral and written communication skills	✓ ✓	✓
Personal qualities	Essential	Desirable
➤ Well organised ➤ Enthusiastic ➤ Flexible attitude ➤ Ability to show initiative ➤ Honest ➤ Polite ➤ Punctual ➤ Accurate and pays attention to detail ➤ Able to keep calm under pressure ➤ Able to work with instructions	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	