



Job Description

Post	Examinations Invigilator
Hourly Pay Rate	£9 per hour
Accountable to	Deputy Head Academic
Experience	<p>Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.</p> <p>An ideal candidate will:</p> <ul style="list-style-type: none">• be flexible• have effective communication skills• be confident and a reassuring presence to candidates in exam rooms
Main Duties	<ol style="list-style-type: none">1. To conduct examinations in accordance with the awarding body and the schools instructions.2. To play a key role in upholding the integrity of the examination process
Before Exams	<ul style="list-style-type: none">• To report to and be briefed by the Deputy Head Academic or designated person prior to each exam session• To keep exam papers and materials secure before, during and after exams• To ensure exam rooms are set out according to the instructions• To admit candidates into exam rooms• To identify, seat, and instruct candidates in the conduct of their exams• To distribute the correct exam papers and materials to candidates• To deal with candidate queries
During exams	<ul style="list-style-type: none">• To supervise candidates at all times and be vigilant throughout exams• To keep disruption in exam rooms to a minimum• To deal with emergencies or irregularities effectively• To record/report any disruption or irregularities• To complete attendance registers• To deal with candidate queries
After exams	<ul style="list-style-type: none">• To collect exam scripts• To dismiss candidates from the exam room• To check candidates' names on scripts match the details on the attendance register• To securely return all exam scripts and exam materials to the exams officer

Other	<ul style="list-style-type: none">• To attend training, refresher or review sessions as required• To undertake, where required and where able, other duties requested by the exams officer, for example• supervision of clash candidates between exam sessions• facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)• To report any concerns regarding safeguarding to the DSL
Community	<ul style="list-style-type: none">• Maintain confidentiality inside and outside the workplace

This job description sets out the main duties of the post. Other duties may be assigned, without changing the general character of the post or level of responsibility.