

JOB DESCRIPTION

Trinity



Job Title: Examination Invigilator	Grade/Salary Range: £12.35 per hour
Contract: Casual (during exam periods)	Reporting to: Exams Officer/ SLT member responsible for exams

JOB PURPOSE

To oversee the administration and supervision of internal and external examinations within the school.

MAIN DUTIES AND RESPONSIBILITIES

- Preparing the room, laying out of candidate names cards to a seating plan prepared by the Exams Officer.
- Admitting candidates to the room in a quiet and orderly way.
- Conducting the exam according to the Examination Boards Regulations.
- Registering the candidates present in the room.
- Invigilators must be constantly vigilant when the exam is running.
- Responsible for the collation, checking and return to the Exams Officer of all completed exam papers.
- Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam.

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Exams Officer or senior member of staff responsible for exams.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students, and provide a welcoming environment to visitors.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

April 2023

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to relevant pre-employment checks.

PERSON SPECIFICATION



Job Title: Examination Invigilator	Department/Division: Exams
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none">A qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework with a pass at GCSE Grade C or equivalent	
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none">Able to communicate effectively with students and staffAble to motivate and encourage students	<ul style="list-style-type: none">Experience of working with children with special needsAwareness of child protection issues
Work-related Personal Requirements	<ul style="list-style-type: none">Actively enjoys working with children and has empathy with students and is sympathetic to their needsProfessionally discreet and able to respect confidentialityFlexible approach to tasksFirm, sensitive and effective approach towards student disciplineWilling to work as part of a team	
Other Work Requirements	<ul style="list-style-type: none">Patient and resilient	