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| **Job Title:**  | **Exam Invigilator**  |
| **Purpose:**  | * To provide support to the examinations process while adhering to JCQ Regulations.
* To support the Examinations Officer with the day-to-day running of the examinations season.
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| **Salary Scale:**  | £9.75 per hour |
| **Reporting to:**  | Examinations Officer  |
| **Duties & Responsibilities:**  |
| * To prepare the examinations room for the candidates following JCQ guidelines.
* To ensure that the correct stationary and material are available at the start of the examination and returned at the end of the examination.
* Ensuring candidates do not talk once inside the examinations room.
* To ensure that examinations are conducted in accordance to school and JCQ regulations.
* To remain vigilant throughout the examinations.
* To escort and supervise candidates as required before, during and between examinations. Eg. Toilet
* To ensure the security of the examination papers, materials and scripts and to facilitate the accurate and timely collection of all exam materials.
* To adhere to JCQ regulated confidentiality and Data Protection requirements.
* Assist students with special requirements eg, Read and Scribe
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| **Personal Specification**  |
| * Fluent speaking and writing skills, excellent time management, work appropriate appearance, acts in a professional manner at all times.
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| **Skills and Experience**  |
| * Good command of the English language
* Effective written skills
* Flexible, reliable and punctual
* Good numeracy skills
* Good interpersonal skills
* Ability to work effectively as part of a team
* Ability to work under pressure
* Willingness to undertake duties as required
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