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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. |
| **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 |