



PARTNERSHIP LEARNING
RIVERSIDE SCHOOL

Excellence for All



Headteacher: Andrew Roberts B.Sc. (Hons) | Address: Renwick Road, Barking, IG11 0FU | Web: www.riversidecampus.com

Email: riverside@riverside.bardaglea.org.uk | Tel: 020 3946 5888

Job Title:	Exam Invigilator
Purpose:	<ul style="list-style-type: none">- 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:	London Minimum Wage
Reporting to:	Examinations Officer
Duties & Responsibilities:	
<ul style="list-style-type: none">- 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.

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