



## **JOB DESCRIPTION**

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|------------------------|-------------------------------------------|
| <b>Job Title:</b>      | <b>Exam Invigilator</b>                   |
| <b>Responsible to:</b> | <b>Examinations Officer</b>               |
| <b>Hourly Rate:</b>    | <b>£13.28</b>                             |
| <b>Hours of Work:</b>  | <b>Variable between 8:00am and 4:30pm</b> |

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### **Purpose of Role:**

The invigilation team is required to work on an ad hoc basis throughout the year – predominantly November, December, April, May and June with some additional days throughout the year.

It is preferable that you can offer 2 to 2.5 days a week during our busy periods. Invigilators are expected to commit to being available during each exam season.

The ideal candidate would have the following skills

- Calm under pressure,
- Flexible,
- Good communication skills,
- Able to work as part of a team,
- Punctuality and attention to detail,
- Reasonable level of literacy and numeracy
- Computer literate

Experience of examination invigilation is not required as full training will be provided.

Shifts will vary from a couple of hours to all day. It would be preferable if candidates could offer availability for both short and full day bookings.

## **General Duties and Responsibilities**

Duties: (not an exhaustive list)

- Understanding regulatory body regulations (training will be given),
- Preparing exam rooms,
- Active invigilating to ensure security of assessment and compliance with regulations, paper exam and onscreen exams
- Preparing papers for despatch,
- Restoring rooms to pre-exam state
- Working as part of a team to ensure the smooth running of all exams, both public and internal

This job description is not necessarily a comprehensive definition of the post. It may be amended at any time and will be reviewed annually.

**The duties and responsibilities outlined above are not intended to be an exhaustive list. The postholder may be required to perform other reasonable duties commensurate with the role and grade, in response to organisational needs.**

### **Skills/Qualifications:**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks.

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### **Further Information:**

#### **Confidentiality**

Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School's data protection parameters.

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**The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.**

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**CONFIRMATION OF RECEIPT**

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

**Signed .....****Date.....**

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## **Exam Invigilator Person Specification**

### **Essential Criteria**

- Ability to communicate with candidates and members of staff clearly and accurately
- Able to follow the school's safeguarding procedures and recognise when to report any concerns
- Ability to lead an exam when necessary
- Accuracy and attention to detail
- Ability to work to instructions
- Ability to work as part of a team and alone as necessary
- Be tactful and discrete and understands confidentiality
- Must be able to stand/walk for extended periods
- Prepared for early starts (8:00am) on occasion late finish (5:00pm)

### **Desirable Criteria**

- GCSE English and Maths
- Comfortable with IT skills