Examination Invigilator
Job Description

Grade: LBN Education Support Staff

Pay Rate (London Living wage): Currently £10.55

Hours: Casual/Part time throughout examination series in April/May/June and November/December.

Line Manager: Exams Officer

Purpose: To assist with supervision of Public and Internal Examinations.

Duties and Responsibilities:

- Preparation of the examination room, laying out candidate numbers to a seating plan.
- Distribution of correct examination papers to students at the start of an examination.
- Oversight of students entering and leaving examination rooms in an orderly fashion.
- Use of metal detector to check for mobile phones when candidates enter the exam room.
- Monitoring of students in examination rooms to ensure that they comply with Awarding Organisation requirements.
- Collection of examination papers in exam number order at the end of the examination.
- Maintaining the security of exam papers and delivering to the Exams Officer or to place designated by the Exams Officer.
- Any other responsibilities as required by the Exams Officer, Data & Exams Assistant or Leadership Team.
- Maintain contact with the Exams team and Lead invigilators electronically (phone app and email)

Generic

1. Undertaking the necessary training required in order to keep up to date with developments as identified through Appraisal.
2. Ensuring compliance with the school's Health and Safety, Safeguarding and GDPR Policies.
3. Personally contributing to an environment that welcomes diversity and respects individuals.
4. Performing other such duties of a similar nature as from time to time may be required. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.

Examination Invigilator
Person Specification

Attributes	Essential	Desirable
Experience	• Experience of working as part of a team.	• Experience of working with young people.
Skills/Abilities	• Good oral skills – including a high level of fluency in English. • Able to take responsibility and act on own initiative. • Utterly reliable. • Excellent record of punctuality. • An attention to detail. • High level of personal drive & energy.	
Equality Issues	• Able to identify and act on discrimination.	
Education & Training	• Literacy and numeracy to GCSE level (or equivalent) as a minimum.	• A first Aid qualification.
Other Requirements	• Willing to integrate into a team. • Able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions. • A friendly, co-operative approach to students and staff. • Promotes and gives a positive image of the school at all times.	