

Job Description

Job Title:	Exam Invigilator
Responsible for:	Helping to maintain the smooth running of examinations in accordance with the official requirements.
Reports to:	Exams Officer
Hours:	Variable, to be arranged prior to each exam season.
Pay:	£10.50 per hour (including holiday pay)

Main Duties:

- Ensure exam rooms are set up appropriately and on time
- Ensure all equipment is accessible and in good supply
- Ensure the security of exam papers and exam stationery is maintained at all times
- Ensure exam conditions are maintained at all times until candidates are dismissed from the exam room
- Dealing with late candidates to the exam room
- Dealing with required examination administration
- Supervising candidates who have an examination clash
- Collecting scripts at the end of an exam
- Ensure a calm, supportive atmosphere for our students so they can complete exams without any unnecessary distractions
- Helping to ensure students have confidence in the exams office
- Supervise the students as they sit their examinations
- Be vigilant and deal with any issues as they arise

Person Specification

- Reliable
- Punctual
- Able to learn and apply JCQ regulations, school policies and school best practice (training will be provided)
- Responsible
- Flexible
- Confident communicator to large or small groups
- Comfortable/ calm under pressure
- Able to relate to candidates whilst maintaining an air of authority
- Trustworthy
- Fair but firm
- Discrete
- Understanding
- Have common sense and show initiative

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

March 2019