






Job Description

Post:	Exam Invigilator
Pay Scale:	Inv 2 SP4 £12.31 p/hr including holiday pay
Contract Type:	Casual

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

 High Standards	<ul style="list-style-type: none"> • Maintain integrity of exams by giving all your attention to conducting the examination • Ensure exams security before, during and after the exam • Prevent possible candidate malpractice and administration failures • Report concerns to the Exams Officer and/or Principal
 Daring to Dream	<ul style="list-style-type: none"> • Use your own initiative • Find opportunities to learn from others • Encourage students to do well in relation to exams • Energetic and enthusiastic
 Traditional Values	<ul style="list-style-type: none"> • Ability to manage workload appropriately • Always prepared to put the students' needs first • Demonstrate a firm but fair approach to students • Lead by example by having excellent attendance • Treat others with dignity and respect • A 'can do' positive approach • Understand the needs of the students
 Success	<ul style="list-style-type: none"> • A team player respected by others • To undertake other duties as directed by the Exams officer and Principal • Liaise with SENCO/Assistant SENCO for special arrangements for students and deliver support required • Remind students of the importance of exams for the next stage in their lives
 Personalised Support	<ul style="list-style-type: none"> • Demonstrate positive relationships with others • Share key information with all staff • Ensure all candidates have an equal opportunity



Personal Specification

Skills	Assessed
Qualifications/ Training <ul style="list-style-type: none"> Good numeracy and literacy skills. Commitment to personal/professional development 	I I
Experience <ul style="list-style-type: none"> Experience of invigilation in a similar role Can deal with/liaise with SLT on challenging behaviour Good organising, planning and prioritising skills. 	AF AF, I AF, I AF, I
Knowledge/Skills <ul style="list-style-type: none"> Has excellent communication skills Strives for perfection and has a good attention for detail Good understanding and ability to use relevant documentation/ technology. Is calm under pressure Ability to work constructively as part of a team. Is systematic and methodical Is organised and an excellent time keeper Ability to work independently 	I AF, I AF, I I AF, R I R I
Professionalism <ul style="list-style-type: none"> Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Professional appearance and demeanour Complete any other reasonable duties as required by the Exams Officer/Principal 	AF, I, R I, R AF, I

AF – Application Form, I – Interview, T – Task, R – Reference

